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|  | EUROPEAN COMMISSION  |

**PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about
the processing and the protection of your personal data.**

**Processing operation:** European Innovative Teaching Award

**Data Controller:**European Commission, DG EAC, Unit B.2

**Record reference:** DPR-EC-13848

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11. **Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation (EU) 2018/1725](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2018.295.01.0039.01.ENG&toc=OJ:L:2018:295:TOC) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation“European Innovative Teaching Award“, undertaken by European Commission, DG EAC, Unit B.2,is presented below.

1. **Why and how do we process your personal data?**

Purpose of the processing operation: European Commission, DG EAC, Unit B.2 collects and uses your personal information for the purposes of organising all activities, related to the implementation of the European Innovative Teaching Award:

* Direct communication with the legal representatives, project coordinators, project participants of the awarded projects related to participation in Award ceremonies and networking events (including travelling and accommodation arrangements);
* Promotion of the awarded projects through publications of photos and videos in a dedicated website, Erasmus+ website and social media channels, Erasmus+ compendia, etc. (including showing faces in recognisable manner).

Your personal data will *not* be used for an automated decision-making including profiling.

Personal data is collected via the network of the Erasmus+ National Agencies through standardised templates and annexed documentation. These materials will be then transferred to the European Commission (DG EAC) which will in turn store them within its IT infrastructure and further process them for the purposes described above.

1. **On what legal ground(s) do we process your personal data**

We process your personal data, because:

the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Personal data will be processed with regards to awarding Erasmus+ beneficiaries with the European Innovative Teaching Award and further promoting the awarded projects. For these purposes and upon consent from the data subjects, names and email addresses of beneficiary organisations' legal representatives and project coordinators, as well as photos and videos of project participants, will be processed.

1. **Which personal data do we collect and further process***?*

In order to carry out this processing operation European Commission, DG EAC, Unit B.2 collects the following categories of personal data:

* Name;
* Function;
* Contact details (e-mail address);
* Photos and videos where you are depicted and can be recognised;
* Data related to travelling and accommodation arrangements (place of origin, dietary requirements, etc.).

We have obtained your personal data from the Erasmus+ National Agency in your respective country.

1. **How long do we keep your personal data?**

European Commission, DG EAC, Unit B.2 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 2 years.

1. **How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission*.* All processing operations are carried out pursuant to the [Commission Decision (EU, Euratom) 2017/46](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1548093747090&uri=CELEX:32017D0046) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The collected data will be stored in a specific folder with limited access on the responsible unit's shared drive.

1. **Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Your name, position and email address will be used for communication purposes, for example to contact you regarding participation in award ceremonies and networking events, or to provide additional information regarding your awarded project. Some personal data, for example photos and videos where your face can be distinguished, will be published on the European Innovative Teaching Award website, the Erasmus+ website and social media, in Erasmus+ compendia, etc.

The European Innovative Teaching Award website, as a European Commission website, mostly uses “first-party cookies”. These are cookies set and controlled by the Commission, not by any external organisation. However, to view some of our pages, you will have to accept cookies from external organisations.

Some of our pages display content from external providers, e.g. YouTube, Facebook and Twitter. To view this third-party content, you first have to accept their specific terms and conditions. This includes their cookie policies, which we have no control over. But if you do not view this content, no third-party cookies are installed on your device.

Find out more on [how we use cookies](https://ec.europa.eu/info/cookies_en).

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

1. **What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have consented to provide your personal data to European Commission, DG EAC, Unit B.2 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

1. **Contact information**
* **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, European Commission, DG EAC, Unit B.2 – EAC-UNITE-B2@ec.europa.eu.

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

* **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

1. **Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>

This specific processing operation has been included in the DPO’s public register with the following Record reference: DPR-EC-13848.