



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** EU International Partnerships Academy

**Data Controller:** Directorate-General for International Partnerships, Human Resources, Learning Development and Document Management (hereinafter INTPA.R1)

**Record reference:** *[DPR-EC- 00541]*

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## **1. 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](#) 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 the EU International Partnerships Academy undertaken by INTPA.R1 is presented below.

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

Purpose of the processing operation: INTPA.R1 collects and uses your personal information to ensure the functioning, management and promotion of the information and learning platform called EU International Partnerships Academy. In particular, data is collected and processed for the following specific purposes:

- to track information on course - activity participation
- to follow completion of learning resources
- to generate certificates
- to monitor the number of users enrolled on learning resources
- to monitor the number of users registered on the EU International Partnerships Academy
- to supervise the scope of international partnerships
- to document the implementation of the EU basic rules and procedures
- to online subscription, dissemination and management of the EU International Partnerships Academy newsletter
- to organise classroom trainings, including management of participants lists

The processing of the personal data is based on the voluntary registration of the user concerned.

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

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

The processing of personal data for the purposes of the EU International Partnerships Academy is lawful according to Article 5(1)(a) and (d) of Regulation (EU) 2018/1725.

*We process your personal data, because:*

*(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body. In particular, as far as European Commission (EC) staff is concerned, Article 24a of the Staff Regulations provides as follows: “The Union shall facilitate such further training and instruction for officials as is compatible with the proper functioning of the service and is in accordance with its own interests. Such training and instruction shall be taken into account for purposes of promotion in their careers”.*

*The Learning and Development Strategy adopted by the Commission on 24 June 2016 (Communication C(2016) 3829 final) lists among the Commission – wide learning priorities: “Helping all staff understand the role, main policies and challenges of the Commission, as well as the concerns of Member States and other Institutions. This should help staff to explain policies and make connections between their work and the bigger picture”.*

*Finally, European Commission Directorate-General for International Partnerships and Human Resources, Learning Development and Document Management Unit (INTPA.R1) mission statement reads as follows:*

*...“The Unit contributes to and follows-up on knowledge management-related initiatives at Commission level and with other development organisations, in particular the multi-donor network Learn4Dev. The Unit manages the newly constituted “EU International Partnerships Academy”.*

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

Concerning fields marked as “optional” and for external registered users (non-EC staff) consent to the processing of their data via a clear affirmative act when registering to the EU International Partnerships Academy.

Data subjects have to tick boxes declaring: “I hereby consent to the processing of my personal data for the purposes of the EU International Partnerships Academy as detailed in the specific privacy statement.”

Subscription to the newsletter is also optional and therefore data subjects need to explicitly consent to subscription ([see specific privacy statement](#)).

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

In order to carry out this processing operation INTPA.R1 collects the following categories of personal data:

##### Creation of EU Login

- First name (*mandatory*)
- Surname (*mandatory*)
- Email address (*mandatory*)
- Password (*mandatory*)

##### Fields for subscription on the EU International Partnerships Academy

- Country (*mandatory*)

- Description: free text (*optional*)
- Organisation (*mandatory*)
  - Type of Organisation
  - Organisation
- User picture (*optional*)

Development of learning resources such as webinars, videos and podcasts (personal data of speakers/moderators/participants.)

- Name and Surname
- Image (video/photo)
- Voice

Mandatory only for speakers and moderators:

- Image (video/photo)
- Voice

The EU International Partnerships Academy uses **cookies** to make sure the platform works properly. You can deactivate cookies at any time by configuring your web browser. You can opt-out of the cookies by following the instructions under this link: <https://www.aboutcookies.org/how-to-delete-cookies/>. For more information on the use of cookies you can consult our cookie policy [https://ec.europa.eu/info/cookies\\_en](https://ec.europa.eu/info/cookies_en).

#### **5. How long do we keep your personal data?**

INTPA.R1 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. More specifically, data will be kept in a period of maximum two years. The period of retention of data will also depend on the period of validity of the EU Login of the registered users. For more information, you may consult the [EU Login specific privacy statement](#). Personal data of moderators and speakers will be kept as well for a period of maximum five years.

Personal data for the purposes of the EU International Partnerships Academy newsletter is kept in the database as long as DG INTPA continues the news alert service - unless a subscriber removes their subscription or asks to be unsubscribed by requesting it in a separate mail to [intpa-academy@ec.europa.eu](mailto:intpa-academy@ec.europa.eu).

#### **6. 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](#) 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.

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

Access to your personal data is provided to the Commission staff and authorised consultants of INTPA.R1 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.

Moderators or speakers do not receive data of registered users coming from the platform.

Comments about the learning resources posted by registered users are treated anonymously. The administrators of the EU International Partnerships Academy will delete any comment which is not in line with the Code of Conduct or if personal data is revealed.

Personal data of registered users is not distributed or shared in any third tool.

Learning resources such as videos and documents containing personal data (name and username of speakers/moderators) are accessible to registered users.

In some cases, registered users can share/disseminate the learning resources.

## **8. 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data on grounds relating to your particular situation, which is lawfully carried out pursuant to Article 5(1)(a).

You have consented to provide your personal data to INTPA.R1 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.

Registered users cannot delete their profile themselves. However, users can request at any time to have their profile (containing enrolments, activities and any other data) removed from the EU International Partnerships Academy by sending an email to the Data Controller “INTPA.R1”.

As regards the EU International Partnerships Academy newsletter subscription you can access, modify or delete your personal information in the "Portal Account" which is accessible via the link at the bottom of each newsletter issue or by simply sending an e-mail to the address indicated in the news alert.

At any given moment if you no longer want to be contacted you can unsubscribe and contact the data controller to update or delete the personal data or simply e-mail the EU International Partnerships Academy.

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.

## **9. 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 Directorate-General for International Partnerships, Human Resources, Learning Development and Document Management Unit
- Phone number: +32 2 2956001
- Mailbox address: [intpa-academy@ec.europa.eu](mailto:intpa-academy@ec.europa.eu)

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

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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.

## **10. 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-00541**.