



## EACEA MOBILITY TOOL

### Privacy Statement

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the EACEA Mobility Tool (EMT).

#### **1. Who is responsible for processing your personal data (data controller)?**

The controller is the European, Education and Culture Executive Agency, BE-1049 Brussels  
The persons designated as being in charge of the processing operation are:

- Head of Unit A 3 Erasmus Mundus, Sport for the Erasmus Mundus Programme, Intra-Africa Academic Mobility Scheme, Intra-ACP academic Mobility Scheme, and Erasmus+ Erasmus Mundus Joint Master Degrees (EMJMDs)  
Email: [EACEA-A3@ec.europa.eu](mailto:EACEA-A3@ec.europa.eu)
- Head of Unit A4 International Capacity Building for the Bilateral Cooperation Programmes and Erasmus+ Capacity Building in the field of higher education (CBHE).  
Email: [EACEA-A4@ec.europa.eu](mailto:EACEA-A4@ec.europa.eu)

#### **2. Which personal data are processed?**

Personal data processed concern the persons who participate in mobility projects in the context of the programmes managed by the EACEA. The mobility flows are registered in the EMT. Some data may be mandatory<sup>2</sup> and some data may be optional.

The personal data processed via the Mobility database are:

- **Personal and contact information, such as:** family name\*, first name\*, address, postal code, city of residence, country of residence\*, nationality\*, email\*, phone, life partner (only Yes/No), children (number), gender (Male/Female/Undefined)\*, year of birth\*, special needs (only Yes/No), disadvantaged background (only Yes/No), status of vulnerable situation (Refugee/Asylum beneficiary, Unjustified expulsion, Indigenous population)<sup>3</sup>.

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

<sup>2</sup> The mandatory fields are marked with an asterisk (\*) and are to be filled in before registering a person in the database.

<sup>3</sup> Applicable only to Erasmus Mundus Action 2.

- **Data related to the course and scholarship/fellowship, such as:** course title\*, category of scholarship\*, academic ranking\*, Master/Doctoral Programme/subject of study/research topic, type of person (student/scholar/guest lecturer/staff/doctoral candidate/post-doctoral)\*, type of contract (stipend/employment contract), type of fellowship (laboratory based or not), , seniority of Staff (Junior, Intermediate, Senior), Staff profile (Managers, Teachers, Trainers/Researchers, Technicians, Administrative support Staff), institution delivering previous degree\*, university of origin\*, country of university of origin\*, hosting institutions\*, arrival date in hosting institution\*, departure date from hosting institution.

In addition, during the mobility phase, grant beneficiaries are requested to report to the Agency the following personal data concerning mobility participants:

- The number of payments
- The amounts received by recipients
- The number of ECTS acquired
- Graduation date
- Name of degree(s) obtained
- Type of degree
- Mobility data (time periods spent in each institution and type of activity)

### **3. For which purpose do we process your data?**

The EMT is used to monitor grant agreements between the Agency and grant beneficiaries (selected consortia or partnerships) under a number of programmes fostering student and staff mobility (i.e. Erasmus Mundus Programme, Intra-ACP Academic Mobility Scheme, The Bilateral Cooperation Programmes, Intra-Africa Academic Mobility Scheme and Erasmus+ Programme financed under the Multiannual Financial Frameworks 2009-2013 and 2014-2020).

The processing of personal data by the system is necessary for:

- The efficient management of the projects by EACEA, in particular for the financial follow-up and monitoring of the grant agreements;
- Statistics which feed into the political priority setting and policy initiatives taken by the European Commission and which may be published on the EACEA's website. The Agency will prepare statistical information that only contains anonymous information on the scholarship holders included (such as nationality and gender);
- Specific activities linked to the implementation of the programmes (e.g. support to students' visa requests, organisation of pre-departure briefings or other events) and to the evaluation of programmes, studies and publications in view of disseminating projects' and programmes' results.
- The support of the Erasmus+ Student and Alumni networks and African Students and Alumni Association forum (ASAF).

### **4. Where the data is collected from?**

The EACEA mobility tool (EMT) is used to monitor grant agreements between the Agency and selected consortia or partnerships under several programmes fostering student and staff mobility.

The personal data is collected by beneficiaries to encode the data related to their scholarship holders/individuals in the reserve list/non-scholarship holders to manage mobility and financial data and to report on this, and by the Agency to monitor projects and programmes progress.

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

The personal data received is accessible to the following recipients:

- Authorised EACEA staff
- European Commission services
- Other EU institutions, including EU Delegations,
- In case of control or dispute the bodies charged with a judicial, monitoring or inspection task in application of Union law (e.g. Internal Audit Service, Internal Audit Capacity, European Commission, OLAF, EU and national Courts, European Public Prosecutor Office, etc.),
- For Intra-Africa Academic Mobility Scheme and Intra-ACP Academic Mobility Scheme: personal data might be provided to the African Union Commission based in Ethiopia to fulfil their task to monitor the selected projects. In addition, for Intra-ACP Academic Mobility Scheme specifically, the ACP Secretariat based in Brussels, CARIFORUM, Pacific Forum and South African Mission to the EU (all of them being based in Brussels), might be involved in communication or evaluation activities,
- The Erasmus+ National Agencies and National Erasmus+ Offices can occasionally receive a limited set of information such as name, nationality, gender and email address, upon justified request, duly authorised by the Controller,
- For the Erasmus Mundus Joint Master Degrees, the ACP Secretariat based in Brussels might be involved in communication or evaluation activities,
- Institutions and organisations of partner countries involved in joint calls under the Erasmus Mundus Joint Master Degrees,
- Erasmus+ Student and Alumni Networks – on a need to know basis,
- African Students and Alumni Forum (ASAF) for the Intra-Africa Academic Mobility Scheme – on a need to know basis,
- External auditors to ensure the legality and regularity of the project implementation in case of an audit or investigation,
- Consultants and evaluators contracted by the European Commission in the framework of an evaluation initiated usually at mid-term, towards the end or after the end of the Programmes, and which will process personal data on behalf of the Commission.

A limited set of information (such as names, nationality, gender and email) may be transferred to the following recipients based in third countries or international organisations, but will only take place if the conditions laid down in Chapter 5 of the Data Protection REGULATION 2018/1725 are complied with, in particular having regard to the existence of an adequacy decision and/or appropriate safeguards:

- For Intra-Africa Academic Mobility Scheme and Intra-ACP Academic Mobility Scheme: the African Union Commission based in Ethiopia assists for the monitoring of selected projects.
- For Intra-Africa Academic Mobility Scheme and Intra-ACP Academic Mobility Scheme and the Erasmus Mundus Joint Master Degrees: ACP Secretariat (International Organisation based in Brussels).
- Institutions and organisations of partner countries involved in joint calls under the EMJMD:
- Japan (based on an adequacy decision).
- The National Agencies and National Erasmus+ Offices in third countries<sup>4</sup>.

In case of control or dispute the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, European Commission, OLAF, EU Courts etc.).

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<sup>4</sup> **National Agencies** concerned are in Iceland, Liechtenstein, Norway, Republic of North Macedonia, Serbia, Turkey, United Kingdom. **National Erasmus+ Offices** are in Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia Herzegovina, Egypt, Georgia, Israel, Jordan, Kazakhstan, Kosovo (without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence), Kyrgyzstan, Lebanon, Libya, Moldova (Republic Of), Montenegro, Morocco, Palestine, Russian Federation, Serbia, Syria, Tajikistan, Tunisia, Turkmenistan, Ukraine, Uzbekistan.

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

Personal data will be retained by the controller for a duration in line with the Common Commission - Level Retention List for European Commission Files SEC(2019)900, as defined under points 7.1.2 and 7.1.3.:

- Files relating to grant procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of 10 years after the closure of the project (i.e. last payment).
- Until the end of a possible audit if an audit has started before the end of the above mentioned period.
- After the period mentioned above has elapsed, the files containing personal data are sampled to be sent to the historical archives of the Commission for further conservation.

After the retention period, personal data is anonymised. Only limited information is kept in the database for statistical purposes, which do not make data subjects identifiable.

## **7. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

As this processing of your personal data is based on point of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

You should be informed that in line with Article 25 of the Regulation, the EACEA may restrict your rights based on its restriction decision published in the Official Journal of the EU in case where such restriction constitutes a measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects. The restriction decision is published at the following link: EUR-Lex - 32021Q0317(01) - EN - EUR-Lex (europa.eu).

Any such restriction will be limited in time, proportionate and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive a more specific data protection notice when this period has passed.

As a general rule you will be informed on the principal reasons for a restriction unless this information would cancel the effect of the restriction as such.

You have the right to make a complaint to the EDPS concerning the scope of the restriction.

## **8. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue, you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time: <http://www.edps.europa.eu>.

## **9. On which legal basis are we processing your personal data?**

The applicable part of Article 5(1)(a)-(e) of the Regulation (EU) 2018/1725 giving the legal basis to this processing are:

(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,

And

(c) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

List of applicable legal basis:

- Commission Implementation Decision (2021/173/EU) **establishing the European Education and Culture Executive Agency**; (2013/776/EU) of 19 December 2013 establishing the 'European Education and Culture Executive Agency' and repealing Decision 2009/336/EC.
- Commission Decision C(2021) 951 of 12.2.2021 **delegating powers to the European Education and Culture Executive Agency** with a view to the performance of tasks linked to the implementation of Union programmes in the field of education, audiovisual and culture, citizenship and solidarity comprising, in particular, implementation of appropriations entered in the general budget of the Union.
- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.
- Decision No 1298/2008/EC of the European Parliament and of the Council of 16 December 2008 **establishing the Erasmus Mundus 2009-2013 action** programme for the enhancement of quality in higher education and the promotion of intercultural understanding through cooperation with third countries (OJ L 340, 19/12/2008).
- Council Decision 2006/910/EC (OJ L 346 of 9 December 2006) **between the European Community and the United States of America** renewing the 2000 Cooperation programme in higher education and vocational education and training originally established under the 1995 Agreement Between the European Community and the United States of America establishing a Cooperation Programme in Higher Education and Vocational Education and Training.
- Council Decision 2006/964/EC of 18h December 2006 (OJ L 397 of 30 December 2006 on the conclusion of the **Agreement between the European Community and the Government of Canada** establishing a framework for cooperation in higher education, training and youth.
- Council Regulation (EC) No 1934/2006 of 21 December 2006 (OJ L 405/41 of 30 December 2006 **establishing a financing instrument for cooperation with industrialised and other high-income countries and territories.**
- Commission Decision of 22/12/2010 on the Annual Action Programme 2010 in favour of **Intra-ACP Cooperation** to be financed from the 10th European Development Fund (C(2010) 7243 final).
- Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11.12.2013 **establishing 'Erasmus+': the Union programme for education, training, youth and sport** (OJ L347, of 20.12.2013).
- Commission implementing Decision C(2015) 7705, of 13 November 2015 on the **Annual Action Programme 2015 for the Pan-African Programme** to be financed from the general budget of the European Union, Annex 5.

- Commission implementing Decision C(2016) 4513, of 19 July 2016, on the **Annual Action Programme 2016 for the Pan-African Programme** to be financed from the general budget of the European Union, Annex 1.
- Commission Implementing Decision C(2018)7378 of 30 October 2018 - on **the Annual Action Programme 2018 for the Pan-African Programme**, Annex 5 (for Intra-Africa Academic Mobility Scheme) and Annex 6 (for African Students and Alumni Forum).