



European Committee
of the Regions

Data Protection Notice

Eastern Partnership Academy for Public Administration at Local and Regional Level

1. Introduction

The European Committee of the Regions (CoR) is committed to respecting and protecting your personal data in accordance with [Regulation \(EU\) 2018/1725 \(EUDPR\)](#).

This notice explains how the CoR collects and processes personal data submitted through the EU Survey application for the purpose of selecting participants for and organising participation in the Eastern Partnership Academy for Public Administration at Local and Regional Level.

2. Who is responsible for the processing of personal data?

The CoR is responsible (as controller) for the processing of personal data.

The responsible service (delegated controller) is the CIVEX secretariat (corleap@cor.europa.eu).

3. What is the purpose of the processing?

Your personal data are processed for the following purposes:

- registering your application for the Academy;
- verifying eligibility and assessing applications against the published selection criteria;
- selecting participants and communicating the outcome of the selection procedure;
- organising and delivering the Academy sessions, including interpretation arrangements;
- communicating with selected participants about the programme and related practical arrangements;
- recording attendance and determining eligibility for the Academy certificate;
- issuing and administering certificates of participation;
- maintaining appropriate administrative records relating to the Academy; and
- compiling anonymised or aggregated statistics for reporting and evaluation purposes.

4. What is the legal basis for the processing?

The CoR processes personal data on the basis of Article 5(1)(a) of Regulation (EU) 2018/1725, according to which 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. The processing is necessary for the management of applications, selection of participants, organisation and delivery of the Academy, attendance monitoring and issuance of certificates. The processing of contact details for the purpose of informing data subjects about future initiatives is based on the data subject's consent pursuant to Article 5(1)(d) of Regulation (EU) 2018/1725. Data subjects may withdraw their consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.

5. What personal data are processed?

The following categories of personal data are processed:

- identification and contact data: surname, first name, e-mail address, gender.
- professional data: country, employing authority, type of authority, position, department or unit, length of experience and main professional responsibilities;
- language and participation data: level of English, need for interpretation and preferred interpretation language;
- application and selection data: motivation, topics of professional interest, expected use of the knowledge acquired and availability to attend the programme;
- attendance and certification data: attendance at Academy sessions and information necessary to issue a certificate;
- information provided by applicants in free-text fields. Applicants are requested not to provide special categories of personal data unless strictly necessary;
- where applicable, technical and administrative metadata generated when the application is submitted or managed.

6. Who are the recipients or categories of recipients of your personal data?

Access to personal data is granted, on a need-to-know basis, to authorised staff of the CIVEX secretariat and members of the selection and management team responsible for assessing applications, organising the Academy and issuing certificates. In addition, your data (first name, last name, local/regional authority) may be shared with the association of local and regional authorities of your country. The application form is hosted in the EU Survey server used by the CoR.

7. Are your personal data transferred to a third country or international organisation?

Your data (first name, last name, local/regional authority) may be shared with the association of local and regional authorities of your country where this is necessary for the organisation, implementation and follow-up of the Academy's activities.

The transfer of personal data to third countries such as Armenia, Azerbaijan, Georgia, Moldova and Ukraine is based on the derogation provided for in Article 50(1)(d) of Regulation (EU) 2018/1725, namely that the transfer is necessary for important reasons of public interest.

Please note that these countries are not subject to a European Commission adequacy decision under Regulation (EU) 2018/1725. Consequently, the level of protection of personal data may not be equivalent to that guaranteed within the European Union. The Committee of the Regions nevertheless takes appropriate technical and organisational measures to ensure that only the personal data strictly necessary for the purpose concerned are transferred and that such data are processed securely by the recipients.

8. How can you exercise your rights?

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to request the deletion of your personal data (if processed unlawfully) and, where applicable, the right to data portability.

You have the right to object to the processing of your data on grounds relating to your particular situation, at any time. You can direct your queries to corleap@cor.europa.eu. Your query will be dealt without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

Your personal data will be kept during the whole duration of the project "Eastern Partnership Academy for Public Administration at Local and Regional Level" according to the purpose for which they were collected:

- application data of unsuccessful applicants are deleted 6 months after completion of the selection procedure and any related review or complaint period;
- data of selected participants are retained until 1 year after completion of the Academy, unless a longer period is required under the applicable CoR retention rules;
- minimum records necessary to verify the issue of certificates are retained for 1 year;
- contact details retained on the basis of optional consent for information about future initiatives are kept until consent is withdrawn or for a maximum of 3 years, after which consent is renewed or the data are deleted;

Anonymised statistical information may be retained without a time limit where individuals are no longer identifiable.

10. Are the personal data collected used for automated decision-making, including profiling?

No, the CoR will not use your personal data to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

11. Will your personal data be further processed for a purpose other than that for which data have been obtained?

Personal data may be further processed for the production of statistical information and reporting purposes related to the initiative. Such information will be anonymised and used only in an aggregated form.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact first of all the data controller, corleap@cor.europa.eu.

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu) at any time.