

# PRIVACY STATEMENT FOR APPLICANTS PARTICIPATING IN THE CALL FOR GOOD PRACTICE IN TRAINING

## Context

The ETF is launching a call for good practice in training provision with the objective of selecting one or more training programmes that will be publicly shared as good practice in the field.

Within the framework of the call, all personal data processed are dealt with in compliance with Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, hereafter referred to as the Regulation.

In accordance with Articles 11 and 12 of the Regulation, the ETF hereby provides the following information on the processing.

## Purpose of the processing

The purposes of the processing are:

- Establishing contacts with applicants for the administrative management of the call
- Sharing the data of the award-winning applicants both on paper publications and on a public web platform

## Personal data

Personal data collected and further processed will be:

- Name, Email, Telephone, Skype code of the person nominated for peer review exercise

The data is provided in the application form.

Provision of this data is on a voluntary basis. In the absence of this data, the general data of the training provider is used in the call.

## Legal basis

The legal basis for the processing operations of personal data is:

- ETF's mandate, article 1. Objective and scope, (d) and (c), article 2, functions, (f).

## Controller identity

The Data Controller is the Director of the ETF

## Technical means of data processing

The data are processed both on paper and electronically.

## Recipients of the personal data

For the purposes detailed above, the provided personal data is accessed by:

- The ETF team members administering the call on a need to know basis
- All public that accesses the ETF good practice platform
- All public that receives a copy of the good practice information note (this is only the case for the award-winning applicants).

The ETF will not divulge personal data for direct marketing or commercial purposes.

Without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union and national law, certain personal data may be disclosed on a need to know basis to:

- ETF Legal Advisor,
- European Court of Justice or National judicial authority,
- OLAF,
- European Ombudsman,
- European Data Protection Supervisor,
- European Court of Auditors and the Internal Audit Service.

## Right of access, rectification, blocking, erasure

Any request to access, rectify, block or erase personal data shall be addressed in writing to the Data Controller, the Director of the ETF, who is responsible for the processing. Requests shall be addressed to Ms Madlen Serban, [mse@etf.europa.eu](mailto:mse@etf.europa.eu).

## Time limits

All justified and legitimate requests will be carried out within one month of their reception.

## Data retention

Data collected will be retained for 2 years following the completion of the process and the publication of the good practice on the ETF platform in Lotus Notes Connections.

## Contact information

Data processors in ETF are: Kristien Van den Eynde ([kvd@etf.europa.eu](mailto:kvd@etf.europa.eu)) and Galyna Terzi ([gte@etf.europa.eu](mailto:gte@etf.europa.eu)).

## Right of recourse

Data subjects can at any time have recourse to the ETF Data Protection Officer ([dpo@etf.europa.eu](mailto:dpo@etf.europa.eu)), or to the European Data Protection Supervisor (<http://www.edps.europa.eu>) if they consider that their rights under Regulation 45/2001 have been infringed as a result of the processing of their personal data by the ETF.