

**Disclosure pursuant to Article 14 of EU Regulation 2018/1725 on the protection of individuals with regard to the processing of personal data by Union institutions, bodies, offices and agencies and on the free movement of such data.**

- Website [www.ivet-learntolearn.eu](http://www.ivet-learntolearn.eu) -

## **1. Introduction**

The Salesian International Higher Institute for Educational Research - ISRE, based at Via dei Salesiani, No. 15 in Mestre Venice, Italy, operates here under a special agreement as the personal data controller of the Directorate-General for Education, Youth, Sport and Culture, Unit B.4 - Erasmus+ Coordination, a body of the European Commission that is the data controller according to the provisions of Article 29 of EU Reg. 2018\1725 through the national agencies implementing the Erasmus+ program.

The data controller and its controller undertake to protect personal data and respect the privacy of each individual in accordance with EU Reg. 2018/1725 (repealing EC Reg. No. 45/2001) of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The purpose of this notice is to explain to data subjects why personal data are processed when using the e-learning portal [www.ivet-learntolearn.eu](http://www.ivet-learntolearn.eu) implemented by ISRE for the Erasmus+ project, how all personal data are collected, managed, protected, what use is made of the information obtained and what are the user's rights in this regard. The notice also lists the contact details of the data controller, whom you can contact to exercise your rights, the data protection officer, and the European Data Protection Supervisor.

## **2. Why and how personal data are processed**

We process personal data for the following reasons:

### *Authentication and authorization*

- to give access to the site and the educational materials made available by it to Erasmus+ program participants, whether students, faculty or teaching aides, using the authentication mechanism provided by the website [www.ivet-learntolearn.eu](http://www.ivet-learntolearn.eu);
- manage access to program reporting tools by national agency staff and representatives of national authorities overseeing the Erasmus+ education project;
- send e-mails to contacts or users authorized by the registration system that include confirmation of user registration, addition or deletion of authorized users, updating of personal information;
- allow the national agencies responsible for managing Erasmus+ and the European Solidarity Corps to manage (e.g., add or edit) the personal data of referrers and authorized users (subject to consent);

Specifically with regard to the data management of Erasmus+ participants

- manage the access data of students, faculty or teaching aides participating in individual projects for statistical monitoring purposes and follow-up;
- to provide for the development of satisfaction indexes of the individual activities carried out through the portal by means of the statistics collected from the various courses and the responses provided by the participants;
- invite participants, administer surveys to individual participants, and provide statistics on the responses received to demonstrate how project funds have been used and program objectives achieved;
- provide informational and educational support to prospective course participants (subject to consent);
- provide testimonials to the public about program participation (subject to consent);
- participation in online language courses: in this case, personal data of those participating in language courses or assessments will be transferred to and processed by the EU Academy platform with the consent of the data subject; course registration, progress monitoring, badge delivery, and other processing activities will be conducted in line with the privacy policy of the EU Academy platform (for more information, see the privacy policy of the EU Academy digital learning platform)

### *Other treatment activities*

- analytical and statistical reports where the processing of personal data is necessary to analyze data at the individual level (students, faculty, teaching aides, etc.) or to control access to educational materials made available;

- receive communications from other Erasmus+ participants (with prior consent);
- facilitate participation in further studies concerning European programs and issues (subject to consent);
- allow the Erasmus+ Student and Alumni Alliance or the external collaborator supporting its activities to contact participants to take part in their activities (subject to consent);
- publish the name and e-mail address along with the participant's final (full or partial) report for the general public (with prior consent);
- maintain personalized user settings, such as filters or selection of information displayed on the Erasmus+ program page and/or in other applications;
- promote future opportunities or invitations within dedicated programs to previous students and faculty by e-mail or other communication channels, if such processing falls within the data retention period defined further in this privacy policy.

Personal data will not be used for automated decision-making, including profiling.

Personal data are entered directly by the user or ISRE into the European Commission's computer systems. Access to such data by ISRE and the national agency locally coordinating the Erasmus+ project with the aim of ensuring quality and consistency is considered a "data transfer." The various types of transfer are explained below.

The data will be processed by the IT systems of the European Commission and the data controllers. Data processing by data controllers is carried out in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of October 23, 2018. The obligations of data controllers are found in Articles 29, 30 and 31 of the Regulation.

### **3. What are the legal bases governing the processing of personal data**

We process your personal data because:

- the 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 (Article 5(1)(a) of Regulation (EU) 2018/1725);
- processing is necessary to comply with a legal obligation to which the data controller is subject (Article 5(1)(b) of the Regulation), under the following legal bases of the program:
  - . Regulation (EU) 2021/817 of the European Parliament and of the Council of May 2021 establishing Erasmus+: the Union Programme for Education, Training, Youth and Sport and repealing Regulation (EU) 1288/2013;
  - . Regulation (EU) 2021/888 of the European Parliament and of the Council of May 2021 establishing the European Solidarity Corps program and repealing Regulations (EU) 2018/1475 and (EU) 375/2014;
  - . Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of July 18, 2018 on the financial rules applicable to the general budget of the Union;
- processing is necessary for the performance of a contract to which the data subject (teacher, teaching auxiliary) is a party or pre-contractual measures taken at the request of the data subject (Article 5(1)(c) of the Regulation);
- processing is based on consent for the purpose of the management of student, faculty and teaching aides' data by national agencies (Article 5(1)(d) of the Regulation) and other processing activities explained above.

### **4. What personal data are collected and subjected to further processing**

The personal data of Erasmus+ Participants that we collect are as follows:

Participant ID, participant's registration number, title, first name, last name, date of birth (for students), gender, citizenship, minor opportunity/inclusion support (yes/no)-this data is collected if it may affect the grant amount or for statistical purposes.

We treat the information required to highlight the obstacles faced by people with fewer opportunities. Processing is necessary for reasons of substantial public interest based on Union law, which must be proportionate to the purpose pursued, respect the essence of the right to data protection, and provide for appropriate and specific measures to protect the fundamental rights and interests of the data subject. These data are collected only if they can affect the measures to be taken to enable the applicant's participation in the project or the amount of the grant, or for statistical purposes (according to Chapter V of Regulation 2021/817 and Article 16 of Regulation 2021/888).

Disclosure of this personal data is mandatory for the management of the project and associated (mobility) activities.

Data related to web portal navigation [www.ivet-learntolearn.eu](http://www.ivet-learntolearn.eu) including network IP, physical MAC address, login and logout date and time, material consulted, website pages visited, internet browser used, platform and operating system used.

#### **5. How long personal data are kept**

DG EAC and its data controllers retain personal data only as long as necessary for the purpose for which it was collected and further processed.

The website [www.ivet-learntolearn.eu](http://www.ivet-learntolearn.eu) retains browsing data only as long as necessary for the purpose of accessing the educational material for which it was collected.

#### **6. Main treatment activities**

User's personalized settings, such as filters or selection of information displayed on visited Internet pages will be automatically removed six months after the user's last access.

Analytical and statistical reports involving the use of personal data - ten years after the conclusion of the agreement between the national agency and the Commission for funding the project to which the data subject is a party.

Analytical and statistical purposes for user access control are retained until the user's account is deactivated. The obligation to assess the impact of the programs, provided for in the regulations establishing Erasmus+, does not require the retention of personal data.

#### **7. Filing activities**

ISRE, the data controller for this activity, may need to keep personal data from the Erasmus+ project longer than described in this policy due to national data storage legislation.

The European Commission as data controller is required to retain a sample of data including personal data (defined in this policy under "What personal data are collected and subject to further processing") to be archived for reasons of public interest.

The European Commission as data controller operates in full compliance with the guarantees for the processing of personal data for archiving purposes set forth in Article 13 of the Regulation. Archiving requirements derive from the European Commission's internal regulations called the "Commission-wide common storage list for European Commission files" (SEC (2019/900/3). For more information, see the Commission's document register.

#### **8. How personal data are protected and safeguarded**

The European Commission stores all data in a data center located within the EU. ISRE processes personal data in its internal computer systems and set up in the cloud where necessary. This is considered for all intents and purposes a "data transfer." The various types of transfers are explained in the following section.

All Commission processing is carried out in accordance with Commission Decision (EU, Euratom) 2017/46 of January 10, 2017 on the security of the European Commission's communication and information systems.

Commission contractors are required to comply with a specific contractual clause for all processing of data belonging to third parties carried out on behalf of the Commission, as well as confidentiality obligations arising from the transposition of the General Data Protection Regulation in the EU Member States ("GDPR," Regulation (EU) 2016/679).

To protect personal data, the Commission has taken a number of technical and organizational measures. Technical measures include interventions aimed at online security and countering the risk of data loss or modification or unauthorized access, taking into account the risks posed by the processing itself and the nature of the data being processed. Organizational measures include limiting access to personal data only to authorized persons with a legitimate need to know for the purpose of the specific processing.

ISRE and all other data controllers are required to take appropriate technical and organizational security measures in relation to the protection of personal data, as outlined in Article 33 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of October 23, 2018.

Data on projects from years already completed are subject to the pseudonymization technique that limits the risk of processing for data subjects (Articles 3, 27 and 33 of Regulation (EU) No. 2018/1725). Pseudonymization applies to the data of everyone who participates in the projects.

## 9. Who has access to personal data and to whom it is disclosed

The transfer of personal data is necessary for the purpose of the conclusion or execution of an agreement concluded in the interest of the Erasmus+ participant between the data controller (the European Commission) and another natural or legal person (the national agencies of EU Member States, EEA countries, as well as Turkey, Serbia and North Macedonia as countries participating in the program).

The transfer is done by allowing certain organizations to access the data, as further described below.

The range of parties who have access to and to whom personal data are transmitted depends on where such data are transferred.

There are currently two types of data transfers, which provide different levels of protection:

(a) data transfers to Member States of the European Union, to countries in the European Economic Area, or to countries for which the Commission has adopted an adequacy decision ensuring a sufficient level of protection;

(b) data transfers to third countries for which there is no Commission adequacy decision, whereby the level of protection of rights in relation to personal data may not be equivalent to that enshrined in EU law.

### ***(a) In case of transfer of personal data within the EU/EEA and to countries with an adequacy decision.***

Access to personal data is granted to European Commission staff in charge of the specific processing and authorized personnel on a "need to know" basis. Such personnel are required to comply with legal regulations and any other confidentiality agreements.

In addition to ISRE other data controllers are:

- alumni Organizations, made up of volunteers from organizations that are part of the Erasmus+ Student and Alumni Alliance, and the staff of the consortium appointed by the European Commission to support it;
- national agencies entrusted with the management of Erasmus+ to enable management (editing) of organizations' data, including personal data of contact persons and authorized users (subject to consent);
- external companies contracted by the European Commission or national agencies to provide services, such as IT tool development and related assistance;
- the European Education and Culture Executive Agency, which operates the School Education Gateway course cataloging service (for more information, see the School Education Gateway privacy policy);

The data processors on behalf of the owner shall appoint internally authorized persons who are engaged in the implementation of the Erasmus+ program, educational assistance activities, and other areas of processing.

Persons in charge of auditing, monitoring and evaluation of the program, law enforcement authorities:

- in the case of audits or investigative investigations, external auditors, who may need access to personal data to ensure the legality and regularity of project implementation;
- staff of the Finnish National Agency for Education, Internationalization Services for Youth, Culture and Sports (acting as coordinator of the Erasmus+ Youth in Action research-based analysis network);
- in the event of a formal request to the data controller (pursuant to Articles 5(1)(b) and 9), personal data collected for the program may be provided to law enforcement authorities, such as the police, tax office, and judiciary.

The information collected is not transmitted to third parties except under national legal obligations.

### ***(b) In case of transfer of personal data to third countries:***

personal data are transferred to a third country outside the EU/EEA for which there is no adequacy decision (including program countries, i.e., Turkey, Serbia, and North Macedonia) in one of the following situations:

Participants:

- if you make a mobility to the third country;
- if you are participating in a project with a partner organization from a third country;
- if you are participating in a project run by the national agencies of Turkey, Serbia or North Macedonia;
- if you are participating in a project with a beneficiary organization or coordinator (for interscholastic projects only) from Turkey, Serbia or North Macedonia.

Other situations:

- if you are a staff member of the Erasmus+ national agency;
- whether the recipient organization provides access to project data to an authorized person from a third country.

Access to personal data is allowed to the following third country organizations:

- the authorized personnel of the national agencies of Turkey, Serbia and North Macedonia (data controllers);
- an authorized person from a third country organization (recipient);
- staff of beneficiary organizations from Turkey, Serbia, or North Macedonia that manage the grant project, mobility activities, and other project activities such as cooperative projects (if participating in a project with a beneficiary organization or coordinator from these countries) (treatment managers);
- authorized personnel of third-country partner organizations in the project (if participating in a project with a third-country partner organization) (recipients).

In this case, the level of protection of personal data will depend on the legislation or practice of the third country in question. However, data protection rights may not be equivalent to those recognized in an EU/EEA country or in a country for which an adequacy decision has been adopted.

If the home institution of Erasmus+ participants is located in an EU/EEA country, the transfer must meet the conditions set out in Chapter V of Regulation (EU) 2018/1725.

Note that under Article 3(13) of Regulation (EU) 2018/1725, public authorities (e.g., Court of Auditors and Court of Justice of the European Union) that may receive personal data as part of a specific investigation in accordance with Union or Member State law are not considered recipients. The further processing of such data by these public authorities shall be in accordance with applicable data protection regulations according to the purposes of the processing.

The information collected will not be provided to other parties located in a third country outside the EU/EEA, except to the extent and for the purposes prescribed by the national law of that country.

#### **10. What are the data subject's rights and how can the data subject exercise them**

The "rights of the data subject" are specified in Chapter III (Articles 14 to 25) of Regulation (EU) 2018/1725 and include in particular the right to access and rectify personal data if they are inaccurate or incomplete. In some cases, he or she has the right to request the deletion of personal data, restrict its processing, and object to it.

You have the right to object to the processing of personal data, lawfully exercised under Article 5(1)(a), on grounds relating to your particular situation.

Rights may be restricted when public interest objectives of the Union, particularly those of financial interest, including budgetary matters, are at stake. They may also be limited in order to safeguard a control, inspection, or regulatory function connected with the exercise of public authority vested in the Union institution or body (Article 132(1) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of July 18, 2018 on the financial rules applicable to the general budget of the Union).

The storage of sample data, including personal data, beyond the retention period provides the data controller with exceptions to the rights set forth in Articles 17 (data subject's right of access), 18 (right to rectification), 20 (right to restrict processing), 21 (obligation to notify regarding rectification or erasure of personal data or restriction of processing), and 23 (right to object), subject to the conditions and safeguards set forth in Article 13 (safeguards relating to processing for archiving in the public interest, scientific or historical research, or statistical purposes).

In order to exercise your rights, you can contact the data controller or, in case of conflict, the Data Protection Officer of the European Commission. If necessary, the European Data Protection Supervisor can also be approached. Their contact information appears in the following section.

To exercise your rights in relation to a specific treatment or treatments, you must indicate the reference (i.e., the registry number given in the following section) in your request.

#### **11. Contact**

##### ***Data controller***

Directorate-General for Education, Youth, Sports and Culture, Unit B.4 - Erasmus+ Coordination

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have any comments, questions, or concerns regarding the processing of your personal data, or if you would like to file a complaint regarding the collection and use of your personal data, you can email the data controller at: [eu-erasmus-esc-personal-data@ec.europa.eu](mailto:eu-erasmus-esc-personal-data@ec.europa.eu).

Note that questions or assistance regarding participation or application in Erasmus+ should be addressed to the national agencies. Their contact information is available on the following websites: <https://erasmus-plus.ec.europa.eu/contacts/national-agencies>; <https://www.indire.it/erasmus/>.

For questions regarding the processing of personal data under Regulation (EU) 2018/1725 you can contact the Data Protection Officer: [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu)

**Data processor**

Salesian International Higher Institute of Educational Research - ISRE, based at 15 Via dei Salesiani, Mestre Venice contacted directly through the e-mail address: [progetti@isre.it](mailto:progetti@isre.it)

For questions regarding the processing of personal data under Regulation (EU) 2018/1725, you can contact the data protection officer Adv. Marco Bernabè through the e-mail address: [dpo.isre@salesianinordest.it](mailto:dpo.isre@salesianinordest.it)

If, as a result of the processing of his or her personal data by the data controller, the data subject believes that his or her rights under Regulation (EU) 2018/1725 have been violated, he or she has the right to lodge a complaint with the Italian Data Protection Authority, or the European Data Protection Authority.

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