



College of Europe
Collège d'Europe



Natolin



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INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA IN THE FRAMEWORK OF THE EU4YOUTH-NATOLIN4EAP PROJECT AND THE FELLOWSHIP PROGRAMME

According to art. 13 (1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, further as GDPR), you are hereby notified that:

1. Details of the personal data controller

The personal data Controller is the College of Europe, with its registered office in Warsaw at ul. Nowoursynowska 84, 02-797 Warsaw.

For all matters relating to the processing of your personal data and the exercise of your rights in relation to the processing of your data, you can contact us by mail using the address indicated above or by e-mail: iodo.pl@coleurope.eu.

The Controller has appointed a Data Protection Officer to supervise the correctness of the processing of personal data, who can be contacted via e-mail address: iodo.pl@coleurope.eu.

2. Purposes and legal basis for processing personal data

Your personal data will be processed for the following purposes:

- a) in connection with the execution, reporting and settlement of the Grant Agreement concluded between the College of Europe and the Central Project Management Agency in Vilnius ("CPMA"), and concerning the implementation of a project funded by the European Union and the Ministry of Foreign Affairs of Lithuania: "EU4Youth Phase III Youth Employment and Entrepreneurship – Scholarship Scheme for Eastern Partners at the College of Europe, Natolin Campus" and a dedicated Fellowship Programme (hereinafter referred as Programme), which constitutes an integral part of the above project and Grant Agreement,
- b) to organise the Programme and relevant training activities (all necessary preparatory activities at this stage of the project implementation), including in particular the recruitment and selection process of all participants of the Programme (and all stages of the recruitment and selection process, the verification of the admissibility and eligibility criteria stipulated in *Rules and Regulations – hyper link*, to inform the applicant about his/her admission to the

Programme, to establish initial arrangements with successful candidates on their arrival and participation in the Programme),

The legal basis for processing of personal data is your consent (art. 6 (1)(a) of the GDPR) and subsequently the necessity of preparing and executing the contract you are a party to – in case of admitted participants of the Programme (art. 6 (1)(b) of the GDPR). In addition, personal data may be processed in order to comply with legal obligations, (Article 6(1)(c) of the GDPR) and based on the legitimate interest of the administrator i.e. Article 6 (1)(f) GDPR.

In addition to information presented in the application form, we reserve the right to request for additional information, evidence and data, in order to verify your admissibility and eligibility status (selection criteria stipulated in *Rules and Regulations*) and to confirm that all the information you have given is true, complete and accurate.

3. Recipients of personal data

Your personal data may be disclosed to the following parties:

- a) the Controller's employees or collaborators who are authorised to process personal data in connection with the performance of their duties and who are obliged to maintain the confidentiality of the data and to protect them from disclosure to unauthorised persons,
- b) providers of technical and organisational services, where they are entrusted with the technical or organisational operation of the internet site/electronic tools used to conduct the recruitment and selection process under a separate agreement.
- c) entities providing consultancy or legal services to the Controller,
- d) entities authorised by law (e.g. courts),
- e) The Central Project Management Agency (S. Konarskio str. 13, LT-03109 Vilnius, Lithuania) - in accordance with the Grant Agreement, as well as to other entities appointed by the College of Europe or the Central Project Management Agency for the purposes of audit and control, within the reporting and accounting for the Programme financed from the EU funds.

4. Period of retention of personal data

The personal data of applicants will be processed for the period of project implementation at the latest, i.e. till June 2025.

5. Rules on the collection of personal data

The provision of your data is voluntary but is a condition to participate in the recruitment and selection process, as well as in the Programme itself. If data is not provided, it will not be possible to take part in the recruitment and selection processes and participate in the Programme.

6. Rights in relation to the processing of personal data

The data subject may exercise the following rights against the Controller:

- (a) the right to request access to their personal data and to be informed of its processing and, if it is inaccurate, the right to request its rectification (pursuant to Articles 15 and 16 of the GDPR),
- (b) the right to request the restriction of processing in the situations and under the conditions indicated in Article 18 of the GDPR (the data subject may request the restriction of the processing of their personal data for the period of verification of its accuracy or until their objection to the processing is considered. This right also applies if, in the opinion of the data subject, the processing of their data is unlawful, but they do not want the data to be erased immediately or if they need the data for a longer period of time than assumed in the processing, for the establishment or defence of claims),
- (c) the right to request erasure under Article 17 of the GDPR ("right to be forgotten"),
- (d) the right to object at any time to the processing of personal data on grounds relating to the specific situation of the data subject or where the data is processed for direct marketing, profiling or analytical purposes, in accordance with Article 21(1) and (2) of the GDPR,
- e) e) the right to data portability in accordance with Article 20 of the GDPR,

In addition, the data subject has the right to lodge a complaint against the processing of their personal data by the Controller to the President of the Office for Personal Data Protection (address: ul. Stawki 2 00-193 Warsaw).

7. Contact with the Controller

In matters relating to the processing of personal data and the exercise of data subjects' rights, the Controller can be contacted via e-mail address: iodo.pl@coleurope.eu. Correspondence in the paper form, however, should be sent to the registered office of the Controller, i.e College of Europe, ul. Nowoursynowska 84, 02-797 Warsaw.

The Controller reserves the right to amend this privacy notice and an updated notice will be issued where required.