# Specific privacy statement

# Projects submitted under ERASMUS+ – data stored and processed in EPlusLink and eForms

This statement refers to the management system (EPlusLink) for Applications and Final Reports submitted under the ERASMUS+. As this system contains individuals' personal data, its publishing and processing falls within the provisions of the Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000. This privacy statement explains to you the way in which this system uses personal data, and the way in which the privacy of this data is being protected.

- What is the purpose of the data collection?

- What personal data do we collect?

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## What is the purpose of the data collection?

The purpose of the data collection is:

- to identify applicants requesting an EU grant for a project under the Erasmus+ Programme ;

-  to manage the selection procedures of project applications under the Erasmus+ Programme;

- to establish anonymous statistics about applicants, partner promoters, participants and projects;

- to fulfil the obligations and responsibilities relating to monitoring, evaluation and reporting established in the Decision of the European Parliament and of the Council establishing the Programme ;

The European Commission and the structures responsible for the implementation of the ERASMUS+ programme will not process the collected data for any other purpose than those described above.

## What personal data do we collect in EPlusLink and eForms

- Data concerning organisations applying for a grant (contact details of legal representative and of contact project person: title, gender, name, department, position, address, phone and email).

- Data about groups of participants (country of origin, gender of participants, age of participants).

- Data concerning exceptions to standard rates justified by special needs.

**Which technical means do we use for processing your data?**

The data collection and processing is done using the Commission's IT standards and telecommunication infrastructure. The data is stored in a central database (managed by DG Education and Culture and located at the Commission Data Centre in Luxembourg) and in local databases (managed by the National Agencies in each Programme Country).

**Who has access to your information and to whom is it disclosed?**

The National Agency of the country selecting the project has access to your application file during the whole selection process. Data referring to your application are stored in the EPlusLink database and used for 1) the management of the project life-cycle 2) monitoring, reporting, evaluation and auditing purposes. Such data can be visualised, but not modified, by other National Agencies and by the European Commission services in charge of the management of the ERASMUS+ programme (DG EAC).

On top of that, your data may be disclosed to the following services, whereas applicable:

- Internal Audit Services

- OLAF

- External Auditors at national level (relevant for the decentralised strand)

**How long do we keep your data?**

The data will be made anonymous ten years after the selection of the last round of projects supported under the current Erasmus+ programme (2014-2020), so by the end of 2030.

**How can you access your personal data, verify its accuracy and, if necessary, correct it?**

Regarding the application form, you have by definition the right to input yourself all the requested data. It is your responsibility to make sure all information provided is accurate.

After the deadline for submission of applications, you can, if need be:

- request a copy of the data input in your application form;

- send to the relevant National Agency any changes related to the data submitted

- request cancellation or blocking of your data. Please note that in this case your request will be accepted only if it is justified under the terms of section 5 of the Regulation (EC) N° 45/2001

Any request must be sent by mail or by electronic mail to the address of the National Agency responsible for the management of your application.

**What are the security measures taken to safeguard your information against possible misuse or unauthorised access?**

The datasets are safeguarded in the Commission (and covered by the numerous defensive measures implemented by the Commission to protect the integrity and confidentiality of the electronic assets of the Institution) and in the responsible National Agency (and covered by national regulation).

The hard copies of the application files are stored by the National Agencies until their destruction.

**Whom to contact if you have queries or complaints about data protection of individuals?**

The first level is to contact the national agency that manages your application (the list of National Agencies is available at http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm ).

Further to the above you can contact:

- Unit B4 "ERASMUS+ Programme Coordination" of the Directorate-General Education and Culture (DG EAC) of the European Commission: eac-unite-b4@ec.europa.eu

- DG EAC's Data Protection Coordinator: eac-data-protection@ec.europa.eu

- The European Commission Data Protection Officer: data-protection-officer@ec.europa.eu

And/or:

the authority in charge of data protection in your country (the list of data protection national authorities is available at http://ec.europa.eu/justice_home/fsj/privacy/nationalcomm/index_en.htm ).


## Recourse

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) http://www.edps.europa.eu