

INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR MANAGEMENT OF THE EUROPEAN SOLIDARITY CORPS PROGRAMME AGENDA AND THE PROVISION OF SERVICES

DG Education, Youth, Sport and Culture, Unit B.4 - Erasmus+ Coordination. DG Education, Youth, Sport and Culture is a service of the European Commission. If you need any clarification or want to exercise your rights as the data subject, please contact the controller via the contact details provided below in this declaration (e.g. eu-erasmus-esc-personal-data@ec.europa.eu). Where the term "we" is used in the text below, it is understood to mean the aforementioned controller, i.e. DG Education, Youth, Sport and Culture, Unit B.4 - Erasmus+ Coordination. If you are unsure who to contact, you can always contact DZS free of charge via email at gdpr@dzs.cz.

and

In this case, DZS (Czech National Agency for International Education and Research), as the national agency for the Erasmus+ programme and the European Solidarity Corps, acts as a data processor in the performance of its duties under the European Solidarity Corps programme.

Contact details of the DZS Data Protection Officer:

DZS provides the following contact details for communication and enquiries relating to the processing of personal data:

- Name and surname: Linda Anušić
- Correspondence address: Na Poříčí 1035/4, 110 00, Prague 1
- Email address: gdpr@dzs.cz
- Telephone: 725 358 686
- Data box ID: tj8vfp3

1. Why we need the data

We collect your personal data:

- a) on the basis of Regulation (EU) No 2021/888 of the European Parliament and of the Council of 20 May 2021 establishing the European Solidarity Corps Programme and repealing Regulations (EU) 2018/1475 and (EU) No 375/2014; on the basis of the Delegation Agreement between the DZS and the European Commission to fulfil the role of the National Agency of the European Solidarity Corps Programme; and on the basis of the Grant Agreement between the DZS and the grantee organisation;
- b) on the basis of the public interest in order to fulfil the tasks defined by the founder in the DZS Charter in connection with the provision of international cooperation in education, training and other fields arising from the competence of the Ministry of Education, Youth and Sports;

- c) on the basis of our legitimate interest for the fulfilment of tasks related to the implementation, administration and implementation of the European Solidarity Corps programme.

We collect the necessary personal data.

Without the personal data provided for the above purposes, we cannot:

re a)

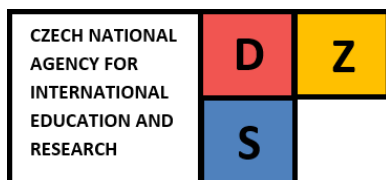
- provide information on how to get involved in the European Solidarity Corps programme;
- register applications for financial support, final reports and interim reports in the European Solidarity Corps programme
- evaluate applications for financial support, final reports, and interim reports in the European Solidarity Corps programme in terms of formality and quality;
- inform you of the results of the evaluation of applications;
- enter into contractual relations;
- provide financial support for approved applications;
- provide information and support for approved applications;
- issue accounting documents;
- carry out monitoring and control activities with beneficiaries of financial support;
- implement evaluation and dissemination activities;
- implement NET and TEC activities
- carry out control activities within the framework of the DZS internal control system;

re b)

- provide information on opportunities and facilitate participation in other international programmes administered by DZS on the basis of its charter;
- provide information about DZS activities and events;
- enable participation in events organised by DZS;
- provide information materials and publications published by DZS;

re c)

- work to continuously improve the European Solidarity Corps programme;
- publish publications;
- carry out studies and analyses;
- inform the general public about examples of good practice.



2. What data we need

For these purposes, we need the following categories of personal data from you:

- a) For applicants and beneficiaries of financial support under the European Solidarity Corps programme:
- address and identification personal data - in particular name, surname, date of birth, ID number, VAT number, name of the organisation, registered office, contact address, contact telephone number, email address, signature, in the case of solidarity projects, the PRN numbers of the members of the implementation team, the dates of birth of all members of the implementation team, a document confirming long-term or temporary residence in the Czech Republic (work, rental contract, residence permit - letter of visa confirmation, matriculation certificate), photo, ID or passport number - bank details if receiving financial support - account number (or IBAN, SWIFT, exact name and address of the account holder)
 - data resulting from of volunteering and solidarity projects - address and identification personal data of the members of the solidarity project implementation team and participants in volunteering project activities (in particular name, surname, date of birth, nationality, place of residence, length of work on the project, email address), data on state of health in the event that the activity is terminated due to force majeure (or other evidential documents and proof), signed declaration of honor in the case of support for participants with fewer opportunities.
- b) For participants in NET activities
- address and identification personal data - name, surname, date of birth, nationality, name of organisation, registered office, contact address, contact telephone number, email address, signature, documentary photos from events organised by DZS;
 - bank details - account number (or IBAN, SWIFT, exact name and address of the account holder).
 - other data - documents needed to select the most suitable participants = CV, motivation letter, document confirming long-term or temporary residence.
- c) For participants in TEC activities
- address and identification personal data - name, surname, date of birth, nationality, gender, name of hosting and sending organisation, contact telephone number, email address, signature, documentary photos from events organised by DZS;
 - bank details - account number (or IBAN, SWIFT, exact name and address of the account holder).
- d) In the case of external evaluators/supervisors
- address and identification personal data - name, surname, contact telephone number, email address, contact address.
 - other data - characteristics of the person, skills (e.g. listed in the CV identifying the person), educational background, language skills, work experience, professional expertise and skills.

Where required by law, we may supplement your personal data from publicly available registers, lists, records or from third parties.

3. How we work with data

Personal data are strictly protected in our company. Personal data are processed manually and in electronic information systems subject to physical, technical and procedural controls. In order to protect data, we have security mechanisms in place, including appropriate technical, organisational and personnel measures.

The remote processing and storage of data is not carried out by DZS as the controller. All personal data are processed in the Czech Republic. The exception is data entered by the data subject directly into external databases for which DZS is only the processor:

- in the case of the European Solidarity Corps programme, the European Commission's IT tools and databases are involved and the data controller is the European Commission.

Your processed personal data may be transferred to the following recipients:

re a)

- the European Commission and, where appropriate, the National Agencies of the European Solidarity Corps programme;
- inspection and audit authorities within the scope of their mandate;
- evaluators, supervisors, trainers and other external staff;

re b)

- the Ministry of Education, Youth and Sports of the Czech Republic and other state authorities;

re c)

- the public in the generalised information provided in printed and electronic information materials published by DZS;
- the public in the generalised information on websites and social networks managed by DZS.

With your consent, we will provide your name and address to an external distribution company for the purpose of delivering professional and informative leaflets, newsletters and publications.

With your consent, your personal data will be published by us on the relevant websites and/or publications to the extent to which you have granted your consent.

In addition to these recipients, public authorities may also receive personal data in the context of a special investigation in accordance with the law. No other third parties have access to your personal data.

4. How long we keep the data

In accordance with our internal policies, or for certain documents in accordance with the legal requirements, we retain documents containing your personal data for the period of time specified in the DZS shredding plan:

- data on registration at events are shredded 10 years after the end of the program;
- applications and requests are shredded 10 years after the end of the programme;
- contracts, related correspondence and final reports are shredded 10 years after the end of the programme;
- the project file, including monitoring visits and inspection records, is shredded 10 years after the end of the programme;
- accounting documents are shredded 10 years after the end of the programme;
- web-based information and information from social networks is shredded 10 years after the end of the programme;
- records, minutes and operational documents are shredded 10 years after the end of the programme.

After the specified period of time, the documents containing your personal data on all media will be irreversibly destroyed.

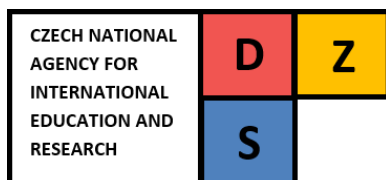
Any personal data that we hold only on the basis of your consent to its processing will be retained until you notify us that you withdraw your consent or until the reason for its collection has ceased, whichever occurs sooner. Withdrawal of consent does not affect the processing of personal data on another legal basis.

5. Your rights

Anyone whose personal data we process can request information about the processing of their personal data and access to such data. In cases where requests made by the data subject are manifestly unfounded or disproportionate, in particular because the requests are repeated, DZS is entitled to charge a reasonable fee for the provision of information on the data subject's personal data processed, not exceeding the costs necessary to provide the information. A request may be refused for the same reasons.

In certain cases, you also have the right to erasure if:

- a. Your personal data are no longer needed for the purposes for which they were collected or otherwise processed;
- b. you withdraw the consent on the basis of which we processed the relevant personal data;
- c. you object to the processing of your personal data in the cases provided for by the applicable generally binding legal provisions and there are no overriding legitimate grounds for our processing of your data;
- d. your personal data have been unlawfully processed, or
- e. your personal data must be erased to comply with a legal obligation to which we are subject.



If you discover or believe that your personal data are being processed in violation of the principles assuring the protection of your private and personal life or in violation of the law, or that any of your personal data processed by us are incorrect or incomplete, you have the opportunity to request an explanation and, in particular, to request that we remedy the situation, i.e. rectify or supplement your personal data.

You have the right to restrict processing provided that:

- a. you contest the accuracy of your personal data for the time necessary for us to verify the accuracy of your personal data;
- b. your personal data have been unlawfully processed and you request a restriction of processing instead of erasure;
- c. you have objected to the processing of your personal data and in other cases provided for by the applicable generally binding legal regulations.

In specified cases where your personal data are processed in the legitimate interest of DZS, you may also exercise your right to object to the processing, in which cases, unless prevented by another legal title, we will terminate the respective processing operation. If you have granted your consent to processing, you may withdraw it at any time.

To make a request, please contact us through the established DZS communication channels. After your identity as the applicant has been proven as prescribed by law, we will inform you that your application will be processed in accordance with the relevant legal requirements within the statutory time limit or you can contact the data controller directly, contact details can be found below:

- **Data controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725 or if you have any comments, questions or concerns, or would like to make a complaint about the collection and use of your personal data, you may contact the data controller: Head of Unit, Youth, Volunteer Solidarity and Traineeships Office, Rue Joseph II 70, B-1049, Brussels, email: EAC-EYP@ec.europa.eu.

- **European Commission Data Protection Officer (DPO)** You can contact the Data Protection Officer (DPO) in relation to the processing of your personal data under Regulation (EU) 2018/1725 (DATA-PROTECTION-OFFICER@ec.europa.eu).
- **European Data Protection Supervisor (EDPS)**

If you believe that your rights under Regulation (EU) 2018/1725 have been violated as a result of the processing of your personal data by the data controller, you have the right to lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu).