

PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about
the processing and the protection of your personal data.**

Processing operation: Extranet ADELANTE. Registration and Concept note.

Data Controller: DG INTPA – Directorate-General for International Partnerships

Record reference: INTPA-DATA-PROTECTION-COORDINATOR@ec.europa.eu

Table of Contents:

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data, and to whom is it disclosed?**
- 8. What are your rights, and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

1.- Introduction

The European Commission (hereafter 'the Commission') is committed to protecting your personal data and respecting your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons concerning the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for processing your personal data, how we collect, handle and ensure the protection of all personal data provided, how that information is used, and

what rights you have concerning your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information concerning processing operation: *Extranet ADELANTE - Registration and Concept note*, undertaken by DG INTPA – Directorate-General for International Partnerships, is presented below.

2.- Why and how do we process your personal data?

Purpose of the processing operation: DG INTPA – Directorate-General for International Partnerships collects and uses your personal information to process your registration request and process your Concept note form.

Once you have completed the required information fields and submit the Concept note form, we will receive and process them to manage your application to the ADELANTE Triangular Cooperation Window.

Your personal data will *not* be used for automated decision-making, including profiling.

3.- On what legal ground(s) do we process your personal data

We process your personal data because processing is necessary to manage the Triangular Cooperation Initiatives as foreseen in Guidelines for applicants.

4.- Which personal data do we collect and further process?

To carry out this processing operation, DG INTPA – Directorate-General for International Partnerships collects the following categories of personal data:

- *From the person responsible for the initiative in the applicant entity:*
 - *Name and surname*
 - *Position in the entity*
 - *E-mail address*
 - *Telephone number*

- *From the legal representative of the applicant entity:*
 - *Name and surname*
 - *Position in the entity*
 - *E-mail address*
 - *Telephone number*

- *From the person responsible for the initiative in the co-applicant entities:*
 - *Name and surname*
 - *Position in the entity*
 - *E-mail address*
 - *Telephone number*

The provision of personal data is necessary for the management of the Triangular Cooperation Initiatives.

This data will be provided by the person responsible for the initiative in the applicant entity:

When the person responsible for the initiative in the applicant entity provides personal data of third parties, they guarantee to have obtained the consent of the persons concerned to do so and to have informed them that the privacy policy with the corresponding "exercise of rights" is available on the ADELANTE Extranet.

5.- How long do we keep your personal data?

DG INTPA – Directorate-General for International Partnerships only keeps your personal data for the time necessary to fulfil the purpose of collection and, thereafter, until both the periods for which applicable Laws require the data to be kept and the prescription periods for any actions for which the potentially relevant data or the documents containing the potentially relevant data, have elapsed.

6.- How do we protect and safeguard your personal data?

All personal data in Extranet ADELANTE are stored either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

To protect your personal data, the Commission has put several technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, considering the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to personal data solely to authorised persons with a legitimate need to know for this processing operation.

7.- Who has access to your personal data, and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Those who act as a data processor in the processing activities will also access your personal data, but only to provide the relevant service to DG INTPA – Directorate-General for International Partnerships.

The information we collect will not be given to any third party, except to the extent and purpose we may be required to do so by law.

8.- What are your rights, and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, particularly the right to access your personal data and rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict, the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9.- Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, DG INTPA – Directorate-General for International Partnerships by the following e-mail address INTPA-DATA-PROTECTION-COORDINATOR@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) concerning issues related to processing your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can submit a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10.- Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

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