



EUROPEAN INNOVATION COUNCIL AND SMEs
EXECUTIVE AGENCY (EISMEA)

Department I - Innovation ecosystems, SMP / Entrepreneurship & Consumers
Unit I-02 SMP / COSME Pillar

Data Protection Notice for EASME/2021/OP/0001 (GRO/SME/20/C/013)

Improving the Availability and the Scope of Services for Companies in Financial Difficulties (Early Warning Europe Mentor Academy)

Your personal data is processed in accordance with Regulation (EU) No 2018/1725¹ on the protection of individuals regarding the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The data controller of the processing operation is Head of Unit in Unit I-02 SMP / COSME Pillar of the European Innovation Council and SMEs Executive Agency (EISMEA).

The following **entity/ies process** your personal data on our behalf:

- AARC Ltd - 31 Mespil Road, Ballsbridge, Dublin 4, Ireland. Telephone. +353 1 634 9706 / Fax. +353 1 538 5710
- EHM - Erhvervshus Midtjylland- INCUBA, Åbogade 15, 4, 8200 Århus N, Denmark Telephone. +45 70 22 00 76
- FFR - Fundacja Firmy Rodzinne ul. Chlebowa 24, 61-003 Poznań, Poland Telephone. +48 603 093 532

The legal basis for the processing activities is/are:

- *Article 5(1)(a) of Regulation (EU) 2018/1725 because 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) [or necessary for the management and functioning of the Union institution and body] laid down in Union law;*
- *Article 5(1)(b) of Regulation (EU) 2018/1725 because processing is necessary for **compliance with a legal obligation** to which the controller is subject laid down in Union law;*
- *Article 5(1)(d) of Regulation (EU) 2018/1725 based on **your explicit prior consent** for your non-mandatory personal data indicated below; - etc.].*

The purpose(s) of this processing is/are to support the project actions. The following are examples of such actions and tools to be used:

- to select experts (guest speakers, etc.) and participants,
- register and participate in event,
- Web streamed meeting platform Zoom for the online workshop (recorded video, screenshots, speech, sounds, screen sharing functions)

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L295/39 of 21.11.2018).

- Mentimeters to collect participants' opinions
- Padlet to collect participants' opinions
- Digital learning platform (user registration);
- Masterclasses hosted on a virtual platform such as Zoom or Teams (screenshots might be used in future publications)
- WhatsApp (temporary group setup using registered mobile telephone numbers; group will be disbanded, and all related data deleted at the end of the pilot exercise).

The following of your personal data are collected: *your first name, last name, title, function, (professional / personal) e-mail, address, phone number, etc. nationality, date of birth, ID number.* All personal data are **mandatory** for the purpose(s) outlined above.

You agree that the following **non-mandatory** personal data are collected: *screenshots of your image, videos, your Facebook/Linkedin/Twitter account, sound and video recordings from Zoom, your speech and opinion* can only be processed based on your explicit prior consent. *Please note that the event will be **web-streamed on Zoom**, and you will be recorded. It is also possible that **screenshots** of you will be taken during the event and might be used for related communication purposes². Upon registration, you can give your explicit consent to have your image/voice recorded and published on related communication channels. In the absence of your consent, the organiser will try to find suitable alternatives, so that you can fully take part in the event, e.g. by offering an alternative break-out room to follow the event.*

You agree to fill in an evaluation survey from which your data will be extracted and used anonymously in a report with the purpose to improve future workshops for mentors. On request, the EWE Mentor Academy team will delete immediately all data and survey information.

The recipients of your personal data will be *authorised staff of the Agency and Commission authorised staff of Agency or Commission contractors including the consortium partners (AARC, EHV and FFR.) and bodies in charge of monitoring or inspection tasks in application of Union or national law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF), law enforcement bodies).*

The participants list will be distributed to all the participants after the event and will include the following information name, surname, email, country and organisation.

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data will **not include automated decision-making** (such as profiling).

Your personal data will be kept for a maximum period of **5** years after the end of the event. Data will be *manually* deleted at the end of this period.

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal

data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

Your right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the applicable **Restriction Decision** in accordance with Article 25 of Regulation (EU) 2018/1725.

If you have **any queries** concerning the processing of your personal data, you may address them to the entity acting as data processor coordinator via aarc@aarconsultancy.com

You shall have the right of recourse at any time to the EISMEA Data Protection Officer at EISMEA-DPO@ec.europa.eu and to the European Data Protection Supervisor at <https://edps.europa.eu>.

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