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## Erasmus+ Sport Keep Your Balance – 5 March 2024

### Data Protection Notice

The SZKOŁA GÓRSKA Non-Public Continuous Education Institution Jerzy Suchodoła is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

On 5 March 2024, SZKOŁA GÓRSKA is organising online the "In Małopolska we work with european methods" conference. The following Data Protection Notice outlines the policies by which SZKOŁA GÓRSKA collects, manages and uses the personal data of the concerned individuals within the event.

#### 1. Who is responsible for processing your personal data (data controller)?

The controller is the SZKOŁA GÓRSKA Non-Public Continuous Education Institution Jerzy Suchodoła Łętowe 277, 34-733 Mszana Górna.

Email: [szkola@szkolagorska.eu](mailto:szkola@szkolagorska.eu)

#### 2. Which personal data are processed?

##### 2.1 Participants

- For the event organisation: your contact details, i.e. first name, last name, phone number and email address. However, participants are encouraged to provide, to the extent possible, anonymised data to register to the event (corporate email address without name e.g. [contact@companyname.com](mailto:contact@companyname.com)).
- For the participation during the event: participants will interact using their name, image and voice as part of the online event (note that the meeting will be recorded).

##### 2.2 Speakers

- For the participation during the event: speakers will interact using their name, image and voice as part of the online event (note that the meeting will be recorded).<sup>1</sup>

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<sup>1</sup> 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 Text with EEA relevance, *OJ L 295, 21.11.2018, p. 39.*



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## 2.3 Event results

- The feedback shared in reply to the satisfaction survey after the event;
- The speakers' presentations (which might contain some personal data of speakers such as their names) will be shared by e-mail after the event;
- The event will be audio and video recorded. The recording will not be published but may be shared by e-mail on need-to-know basis (eg. with participants who could not attend the meeting but are still involved in the process and need to access the information shared in the meeting).

### **3. For which purpose do we process your data?**

Organising, managing and follow up the event: the primary purpose of the collection of personal data is for the organisation of the given event, in particular for processing registration requests and sending appropriate information to participants such as web-links of the event as well as a feedback form.

In addition, the purpose of the processing is also for the recording of the event: the event will be audio and video recorded. The recording will not be published but may be shared by e-mail on need-to-know basis (eg. with participants who could not attend the meeting but are still involved in the process and need to access the information shared in the meeting).

### **4. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data may be given on a need-to know basis to the following recipients:

- Szkoła Górską: Staff members of the unit of the controller, Director
- European Commission: relevant DGs in particular the Directorate-General for Education, Youth, Sport and Culture (DG EAC)
- Microsoft Teams will process your data for the purpose of organising and managing the event.

In case of control or dispute, the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, European Commission, OLAF, EU Courts, EPPO etc.).

**Use of a video conferencing tool/third party tool:** please note that the event will be organised using the online tools Microsoft Teams, which have a contract with the European Commission. Your personal data used for your participation to the event will also be processed by these tools, in accordance with their respective privacy policy which can be found here:



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## **5. How long do we keep your personal data?**

The data of the event (participants, speakers and results) will be kept for maximum one year after the date of the event. However, we may keep information identifying you for a longer period for historical, statistical or scientific purposes with the appropriate safeguards in place.

The video and audio recording will not be published but may be shared by e-mail on need-to-know basis (eg. with participants who could not attend the meeting but are still involved in the process and need to access the information shared in the meeting) for maximum one year after the date of the event.

## **6. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data Szkoła Górską holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;

For the processing of your personal data which is based on public interest under of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

You should also be informed that by virtue of Article 25 of the data protection regulation and of the Internal Rules laid down under Decision of the Steering Committee on internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of activities carried out by the European Education and Culture Executive Agency dated 22 October 2020 (published on the Official Journal: <https://eur-lex.europa.eu/legalcontent/EN/TXT/?uri=CELEX:32021Q0317%2801%29>), one or several of these rights may be restricted for a temporary period of time inter alia on the grounds of prevention, investigation, detection and prosecution of criminal offences.

## **7. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned contact details. You may lodge a complaint with the European Data Protection Supervisor at any time: <http://www.edps.europa.eu>.



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## **8. On which legal basis are we processing your personal data?**

The Processing of your personal data is based on the following legal basis:

**Art. 5(1)(a)** 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 (to be laid down in Union Law):

- For collecting and processing your data for the purpose of organising and managing the event. Provision and processing of these personal data is mandatory to attend to the event.
- For processing of your personal data using the above-mentioned third-party tool(s) used to organised the event

The applicable legal basis under Art. 5(1)(a) are:

- The Commission Implementing Decision 2021/173 establishing the European Education and Culture Executive Agency;
- The Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union Programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013



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