



EUROPEAN EDUCATION AND CULTURE  
EXECUTIVE AGENCY (EACEA)

## **CBHE Grant Holders' Meeting 2026**

### **Data Protection Notice**

The European Education and Culture Executive Agency ("EACEA") is committed to preserving the protection of your personal data. This notice provides information on your rights in relation to data protection and on how your personal data are processed by EACEA 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 20-21 January 2026, EACEA is organising the CBHE Grant Holders' Meeting 2026. The following Data Protection Notice outlines the policies by which EACEA collects, manages and uses the personal data of the concerned individuals within the organisation, implementation and evaluation of the event.

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

The controller is the European Education and Culture Executive Agency, BE-1049 Brussels. The person designated as being in charge of the processing operation is the Head of Unit A.4 - International Capacity Building.

The contact Email address is: [EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu](mailto:EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu)

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

Your personal data are collected and used to:

- Organise and manage the event, in particular for processing registration requests and sending the agenda and other appropriate information to participants such as web-links of the event as well as a feedback form.
- The registration, live/web streaming, and event website will be managed on a single EU based platform: "Further", which will be hosted by EACEA's sub-contractor WOOGIE on European servers, ensuring full GDPR compliance. WEBEX will be used as a video conferencing/webinar tool for the meetings.
- Recording of the event: the event will be audio and video recorded for rendering information accessible to the participants beyond the event date. We will record on video speakers' presentations and their answers to participants' questions. When asking questions, participants can either use video and/or audio or a chat/Slido function. If they choose to turn on or ask questions using video and/or audio, participants will be recorded accordingly. It will also be possible for participants, who do not wish to be recorded to follow the event.

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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.

- Publication: images (e.g. photos of participants to event, etc) and video recordings of the participants to the event (including speakers/moderators) may be published on the relevant channels, on the webpage of the event, on EACEA's and/or the European Commission's intranet and external websites as well as on <https://grantholdersmeeting-cbhe2026.woogie.tech/en>. The images and the recordings may be used by the EACEA and the European Commission for communication purposes.
  - Event may be live/web-streamed / audio and video recorded on platform built for the event registration and the event website "[Further](#)." The images and video recordings of the event may be published on the specific Microsoft TEAMS channel for Erasmus National Focal Point (ENFP), National Erasmus Offices (NEO) and International Contact Points (ICPs).
- Share the participants' list with other participants for networking purposes.
- Use an online audience interaction tool (SLIDO) in accordance with [its privacy policy](#). Participants not willing to share their personal data with SLIDO may use it in an anonymous way.

This is because EACEA is mandated by the European Commission to implement the ERASMUS PLUS Programme.

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

### **3. Which personal data are processed?**

In order to carry out the processing operation, the following data may be processed:

Mandatory data for the event organisation:

- First and Last Name;
- Function;
- Name of the Organisation;
- Email address;
- Country;
- Images, video and voice of the participants and related consents

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

Access to your personal data is provided to the EACEA staff responsible for carrying out this processing operation and to any authorised staff according to the "need to know" principle. Such staff abide by statutory confidentiality obligations.

The following recipients may also access to your personal data:

- The European Commission: relevant DGs in particular the Directorate-General for Education, Youth, Sport and Culture (DG EAC), Directorate-General for International Partnerships (DG INTPA), Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR) as well as EU Delegations and Directorate-General for Digital Services (DG DIGIT);
- Designated staff of EACEA's contractor acting as processor - NETCOMPANY - INTRASOFT S.A and its partners Action Global Communications Ltd. and Conception, Etudes et Coopération de Formation (CECOFORMA) and CECOFORMA's sub-contractor WOOGIE - which is processing personal data on behalf of the Agency for the purpose of this event : in that context, sub-processors such as Digital Ocean, Vercel & Cloudinary may be used and your data may be transferred to the U.S. based on the Adequacy Decision adopted by the European Commission for the EU -U.S. Data Privacy Framework.

See: [Cecoforma privacy statement](#) and [WOOGIE privacy statement](#). Please note that only the data mentioned in this data protection and in line with the conditions stipulated herewith are processed by the contactor(s);

- Members of the relevant ERASMUS MS TEAMS channels where the recording will be published, namely the Erasmus National Focal Point (ENFP), National Erasmus Offices (NEO) and International Contact Points (ICPs);
- The general public as the recording will be made publicly available on the above-mentioned website;
- DG DIGIT acting as processor for EACEA and its contractor (MICROSOFT) for the use of TEAMS (see [Privacy Statement for M365](#));
- DG DIGIT acting as processor for EACEA and its contractor (CISCO) for the use of WEBEX/ web conference service (see [Privacy Statement for WEBEX](#));

Your data may also be processed via EU Survey in line with the following privacy statement: <https://ec.europa.eu/eusurvey/home/privacystatement>.

In the context of TEAMS, your data may be transferred to the U.S. in certain circumstances as specified in the above Privacy Statement This transfer is based on the Adequacy Decision adopted by the European Commission for the EU -U.S. Data Privacy Framework.

In the context of WEBEX (CISCO)x, your data may be transferred to the UK and the U.S. in certain circumstances as specified in the above Privacy Statement. This transfer may be based on Standard Contractual Clauses or on the Adequacy Decisions adopted by the European Commission with the U.S. and with the UK respectively.

The event may be organised using SLIDO to allow participants to interact in accordance with its privacy policy which can be found here: <https://ec.europa.eu/dpo-register/detail/DPR-EC-06687>. Participants not willing to share their personal data with the selected tool can simply reply anonymously.

As SLIDO was acquired by CISCO., personal data may be transferred to CISCO in the US and the U.K. based on the related Adequacy Decisions adopted by the European Commission.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice, the relevant national judge as well as the lawyers and the agents of the parties in case of legal proceedings, the Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, the European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission (IAS), the Court of Auditors, the European Ombudsman, the European Data Protection Supervisor (EDPS) and the European Public Prosecutor's Office (EPPO).

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

EACEA only keeps your personal data for the time necessary to fulfil the above-mentioned purpose and follows the Common Retention List of the European Commission (CRL).

- Mandatory data relating to the Registration process of the event will be kept for 12 months after the closure 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.
- Video and audio recording will be published on the specific Microsoft Teams Channel and on the project webpage. They will remain available until the end of the Erasmus+ Programme 2021-2027 in the Microsoft Teams Channel and for 12 months after the closure of the event on the event webpage.

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

Relevant organisational and technical measures are taken by EACEA to ensure the security of your personal data.

Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed.

Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. Access to your data is done via authentication system on an individual basis through user-ID and password. Your data resides on the servers of the European Commission or relevant clouds, which abide by strict security measures implemented by the European Commission (DG DIGIT) to protect the security and integrity of the relevant electronic assets. EACEA is bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

Contractors are bound by specific contractual clauses and requirements (confidentiality, etc) for any processing operations of your data on behalf of EACEA, and by data protection obligations deriving from the application of the Regulation and of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

## **7. 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 following rights:

- to request to the controller to access the personal data that EACEA holds about you;
- to have your personal data rectified in case your personal data are inaccurate or incomplete;
- to request the erasure of your personal data, when applicable;
- to request the restriction of the processing of your personal data, when appropriate.

You are also entitled to object to the processing of your personal data on grounds relating to your particular situation at any time unless EACEA demonstrates compelling and overriding legitimate grounds or in case of legal claims.

You have to right to data portability.

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal. The withdrawal will have effect from the moment of your retraction. The processing based on your consent before this withdrawal will thus remain lawful.

However, the data controller may restrict the rights of the data subjects based on article 25 of the Data Protection Regulation (in exceptional circumstances and with the safeguards laid down in the Regulation. Such restrictions are provided for in the internal rules adopted by EACEA and published in the [Official Journal of the European Union](#).<sup>2</sup>

Such a restriction will be proportionate, limited in time, and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer

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<sup>2</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29>

applicable. In principle, you will be informed on the principal reasons for a restriction unless this information may cancel the effect of the restriction. A more specific data protection notice may apply in such case.

## **8. Contact Information**

If you have questions or wish to exercise your rights under the Data Protection Regulation or if you want or to submit a complaint regarding the processing of your personal data, you are invited to contact the Data Controller (see contact details above).

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor: <http://www.edps.europa.eu>.

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

We process your personal data, 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 (as laid down in Union Law);
- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

The legal grounds to process your data are:

- Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Education and Culture Executive Agency;
- Commission Decision C(2021)951 of 12 February 2021 delegating powers to the European Education and Culture Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of education, audiovisual and culture, citizenship and solidarity;
- Regulation (EU) 2021/817 establishing the Erasmus+ programme.

Consent will apply:

- For sharing participants lists with other participants
- For publication of audio and video recording of the event and of photos of participants during the event on the relevant websites, intranet, and/or social media accounts (e.g. : EACEA's and the European Commission's websites and Intranet and on <https://grantholdersmeeting-cbhe2026.woogie.tech/en>)
- For invitations to future similar events organised by EACEA, etc.