



PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: PROGRAMME OF EXCHANGE OF CIVIL PROTECTION EXPERTS, SERVICE CONTRACT No. ECHO/SER/2023/907466

Data Controller: APELL National Centre for Disaster Management Foundation, CN APELL-RO

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1. Introduction

APELL National Centre for Disaster Management Foundation, CN APELL-RO (hereafter 'CN APELL-RO') is committed to protect your personal data and to respect your privacy. CN APELL-RO 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 with regard to 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 the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to 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 in relation to processing operation "PROGRAMME OF EXCHANGE OF CIVIL PROTECTION EXPERTS" undertaken by CN APELL-RO is presented below.

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

Purpose of the processing operation: CN APELL-RO collects and uses your personal information in the context of the EXCHANGE OF EXPERTS PROGRAMME (further referred to as 'the Programme') to manage and administer the programme for civil protection and emergency management personnel on prevention, preparedness for and response to disasters.

The data is used for the set-up, management and administration of exchanges activities, including management of: lists of contacts, invitations, participants (Expert and Host applications), reports (Evaluation Form and Field Report), distribution of reports, feedback on reports, follow-up actions, news and articles in the Union Civil Protection Knowledge Network, photographs/pictures, presentations, live web-streaming and/or audio and video recording of participants, publication on the internet/intranet (EoE website and registration platform).

In order to keep the network of the participants operational, a contact list of participants may be shared between participants. The report including the presence list may be shared between participants and distributed to all organisations represented in the respective exchange activity. The consent of the participants is requested at the time of the registration to the individual exchange.

Personal data is also processed with the purpose of provision of evidence of the technical and professional capacity of participants.

The personal data is collected in a CN APELL-RO database for the purpose of producing anonymous statistics on the Programme, on the participants taking part in the Programme. The database includes a roster of experts and hosts who have been participating at the Programme. The database is only accessible by CN APELL-RO and Commission staff members.

The processing operations on personal data linked to the organisation and management of the Programme's activities are necessary for the management and functioning of the Programme.

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

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

We process your personal data, because:

- (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;
- (b) processing is necessary for compliance with a legal obligation to which the controller is subject; and





(c) the data subject has given consent to the processing of his or her personal data for the following specific purposes:

- the processing of his or her personal data relating to photographs/pictures, presentations, live web streaming(s) and/or audio and video recording(s) in the Programme's activities;
- the processing of his or her personal data relating to logistical/administrative arrangements (booking accommodation/ travel - flights and train/ transfer/ car rental/ access to Host organisation premises if requested) and
- the sharing of participants' contact list, including their portrait photo.

The basis for the processing is Decision 1313/2013 of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism and Article 16 of Commission Implementing Decision 2014/762/EU of 16 October 2014 laying down rules for the implementation of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism and repealing Commission Decisions 2004/277/EC, Euratom and 2007/606/EC, Euratom.

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

In order to carry out this processing operation, CN APELL-RO collects the following categories of personal data:

- Last name / First name / Nationality / Profession or job title - Rank – position - function /organization / e-mail address(es) / phone number;
- Gender;
- Expertise, technical skills and languages, educational background, professional experience;
- Date of birth;
- Travel requirements;
- Personal identification information (data or **copies of the passports, if needed**) as necessary in relation with booking accommodation, flight and train tickets, car rentals, etc.
- Experts' signatures on the Attendance list;
- And upon consent (requested via online application system):
 - Photographs/pictures, presentations, live web streaming and/or audio and video recording of participants in the Programme's activities.

Some activities might have a hybrid format (virtual and in presence).

Participants that do not wish to be part of the above-mentioned photographs/pictures/web-streaming/recording/publishing activities have the possibility to object to processing and will be provided with alternative solutions.

The provision of personal data is not mandatory, but no provision of such data might prevent participation in the activities due to logistical reasons.

5. How long do we keep your personal data?

CN APELL-RO, only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for the organisation and management of the Programme's activities.

Personal data related to first and last name(s), nationality, gender, date of birth, organisation rank/position/function, professional experience, expertise/technical skills, languages, educational background, photographs/pictures, presentations, live web streaming(s) and/or audio and video recording(s) of participants in the Programme's activities, will be deleted from the databases after maximum **ten (10) years** after the end of a Programme's activity.

Data related to the sharing of participants' contact list will be kept no longer than **ten (10) years** after the end of a Programme's activity, until the expiration of the related contracts in force.





For operational and statistical reasons, the personal data related to first and last name(s), nationality, gender, organisation, rank/position/function, and e-mail address(es) / phone number is kept CN APELL-RO database until **ten (10) years** after the end of the Programme.

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

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the CN APELL-RO. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, CN APELL-RO has put in place a number of technical and organisational measures. 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.

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 and CN APELL-RO staff responsible for carrying out this processing operation

The access to all personal data as well as all information collected in the context of the Programme, and the organisation thereof, is granted to CN APELL-RO staff involved in the programme strictly for the purposes mentioned above.

The access to personal data as well as information collected in the context of the Programme's activity, and the organisation thereof, is granted to the parties involved in the Programme, including the National Training Coordinators of the national civil protection authorities of the Member and Participating States of the UCPM (EU Member States and Iceland, Norway, Serbia, North Macedonia, Montenegro, Bosnia and Herzegovina, Albania, Türkiye, Moldova and Ukraine) and third countries (Kosovo¹, Georgia, Armenia, Azerbaijan, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine² and Tunisia), strictly for the purposes mentioned above, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Union legislation.

All data and the data relating to the management of the Programme's activities are accessible to CN APELL-RO staff, The National Training Coordinators have access exclusively to the information relating to the individual information registered by the participant of its country.

INTERNATIONAL TRANSFERS

CN APELL-RO might transfer your personal data to recipients in a third country or to an international organisation in accordance with Regulation (EU) 2018/1725. Specifically, the data controller might transfer your data to non-EU countries part of the EU Civil Protection Mechanism only for the purpose of organising exchanges.

The legal basis for the transfer of your personal data is one of the following:

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo Declaration of Independence.

² This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.





- derogation for specific situation: The transfer is necessary for important reasons of public interest (Art.50.1 (d) Reg. 2018/1725)

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the 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, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You have consented to provide your personal data to CN APELL -RO for the present processing operation. You can withdraw your consent at any time by notifying CN APELL RO. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting CN APELL -RO, or in case of conflict the Data Protection Officer.

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, CN APELL -RO (cnapell@apell.ro).

- **The Data Protection Officer (DPO) of CN APELL-RO**

You may contact the Data Protection Officer (dpo@apell.ro, cnapell@apell.ro) with regard to issues related to the processing of 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 lodge 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.

