



Data Protection Notice

Management of training needs and development of training activities for REA staff including associate membership and learning and development services

In accordance with the Regulation (EU) 2018/1725 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 data¹ ('the Regulation'), the European Research Executive Agency ('the Agency' or 'REA') collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

Training is a key part of Internal Control Standard (ICS) 4 – Staff Evaluation and Development. Every year, training priorities are developed in the REA Learning and Development Strategy (LDS). These priorities depend on the core tasks of the Agency, the needs expressed by management and staff in bilateral meetings and, if applicable, by recommendations of the central services. The LDS is approved after consultation of the management and then communicated to the REA staff. It serves as a tool for both management and staff to ensure that the staff development is in line with the needs for fulfilment of the overall mission of the Agency and individual career development.

Therefore, the processing operation is necessary in order to:

- Leverage Competencies for Project Management;
- Enhance Capabilities for Efficient and Effective Working Procedures;
- Develop a Corporate Culture based on Confidence and Support;
- Ensure Effective Communication with Internal and External Stakeholders;
- Create Learning Opportunities with Digital Media and Informal Settings;
- Plan, organise, manage and reimburse training actions;
- Organise the certification of staff and their associate memberships in national and international organisations;
- Conclude contracts with external providers of training services, as required.

This processing covers internal, external, and teambuilding activities.

Internal Training

EU Learn is used by REA HR to process and manage personal data in training activities. EU Learn portal is an interface through which data subjects can access, modify and/or cancel their participation in training activities.

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 L 295 of 21.11.2018, p.39).

External Training

For external training, at the request of REA (SIT – Service interest training) or at a personal initiative (OIT – Own interest training), participation is not recorded in EU learn. Information concerning participation is recorded only in the payment or reimbursement files.

Team building

The organisation of team building is done centrally in unit REA.D.2. The data of all staff who will participate in a team building event will be encoded in EU Learn by REA HR authorised staff.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the European Research Executive Agency. For organisational reasons, the role of the data controller has been entrusted to REA Head of Unit D.2 People and Workplace.

The data controller may be contacted via functional mailbox: REA-Training@ec.europa.eu.

In case the controller hires an external contractor, you will be informed accordingly when receiving the invitation.

The following entities/services process your personal data on REA behalf:

- DG HR for EU Learn (HR-EU-LEARN@ec.europa.eu);
- European School of Administration for EU Learn (EPSO-EUSA-CONTRACTS-MGMT@ec.europa.eu);
- DG HR for SYSPER (HR-MAILA3@ec.europa.eu);
- DG DIGIT for “ICT services” (ARES/HAN, functional mailboxes, Skype for Business, WebEx, etc.) (DIGIT-MOU@ec.europa.eu).

In the case of joint procedures for the learning and development activities with other Executive Agencies, the joint controllers are specifically identified in the relevant data protection notice of the individual Learning and Development activity. In general terms they can be potentially all Executive Agencies (CINEA, EACEA, EISMEA, ERCEA, HaADEA), depending on the specific nature of the joint procedure.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

The legal bases for the processing activities are:

Article 5(1) (a), (b), (c) and (d) of the Regulation:

(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 body²;

² The legal basis under Article 5(1): Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes, OJ L 11, 16.1.2003; REA Establishment act: COMMISSION IMPLEMENTING DECISION (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU, OJ L 50, 15.2.2021; REA Delegation Act: COMMISSION DECISION C(2021)952 of 12 February 2021 delegating powers to the European Research Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of Research and Innovation, Research of the Fund for Coal and Steel and Information Provision and Promotion Measures concerning Agricultural Products comprising, in particular, implementation of appropriations entered in the general budget of the Union.

- (b) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (c) processing is necessary for the performance of a contract to which data subject is party;
- (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Other legal bases:

- Articles 24(a) and 45(2) of the Staff Regulations and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Communities³
- REA/SC(2017)1.5.2: [Steering Committee decision adopting implementing rules to the Staff Regulations on Learning and Development](#)
- C(2016) 3828 final: [Commission decision on implementation of the Learning and Development strategy of the European Commission](#)
- C(2016) 3855 final: [Annex to the Commission decision on training on the own initiative of the member of staff](#)
- C(2016) 3827 final: [Commission decision repealing existing rules on learning and development](#)

4. WHICH PERSONAL DATA ARE COLLECTED?

All REA staff members may participate in training courses. This includes statutory staff (contract agents and temporary agents) and non-statutory staff (blue book trainees, interim agents and external service providers). Data subjects may also include staff from other Executive Agencies or other EU Institutions that enrol for learning and development activities and events organised by REA,

Internal training courses are managed through EU Learn⁴. In case of external training or external language training, at the request of staff (OIT – Own-initiative training or SIT – Service interest training), the data are processed via ARES.

The following data may be processed:

For Trainees:

- First name and surname;
- Administrative status;
- Grade;
- Unit;
- Office number;
- Professional phone number;
- Personal number;
- Gender;
- Professional experience and languages (if applicable);
- Status of participation (present, absent, withdrawn, etc. – where applicable);
- Course enrolment and personal evaluation of course;
- Date of expiration of contract;

³ [Regulation No 31 \(EEC\), 11 \(EAEC\), laying down the Staff Regulations of Officials and the Conditions of Service of Other Servants](#)

⁴ <https://ec.europa.eu/dpo-register/detail/DPR-EC-00967>

- Bank account number, bank name and address (only in exceptional circumstances for external training when staff need to be reimbursed – not stored under EU learn);
- Invoice date and registration fees (external training), proof of payment;
- Proof of attendance (for external training, where applicable for the financial file⁵).

For Trainers:

- First name and surname;
- Email address and/or postal address;
- Evaluations of training by REA staff;
- Telephone number;
- Address (if a freelance trainer contracted via procurement);
- Bank account number (where trainers need to be reimbursed for their services).

In addition to the data required for the activities detailed above, additional personal data may be processed for which the data subject may be required to consent. For example, voice and image for recording of online trainings delivered via a third platform such as Skype for Business or Microsoft Teams.

Access to REA premises:

For external trainers to access the REA premises and in order to comply with the HR Security record, the following data are collected: first name and surname, identity card or passport number, nationality and ID number.

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?

- REA HR authorised staff (local training managers);
- Head of Unit REA D.2 – People and Workplace
- REA Director;
- Competent REA Heads of Unit/Head of Sectors;
- Legal Affairs, Internal Control & Reporting authorised staff and REA Finance authorised staff.

b. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?

- The Central Learning and Development unit in DG HR;
- Other Executive Agencies and other EU institutions, with which REA organises joint learning and development activities and events;
- External contractors and their staff that have been hired by REA to conduct a training; (Framework contracts);
- Suppliers of externally hosted online learning-related platforms, third party tool or video-conferencing tools like Skype for Business, Microsoft Teams or similar;
- International organisations and/or Institutes and/or Associations in case they provide certificates of international, standardised value, such as a membership.

On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. Internal Audit Service, European

⁵ External contractors do not retain presence lists or evaluation forms. Presence lists are encoded in EU Learn by REA HR staff and evaluation forms are generated exclusively within EU Learn.

Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor, the European Public Prosecutor's Office).

6. How long do we keep your personal data?

REA applies by the principles and retention period indicated in the [Common Commission-Level Retention List for European Commission Files - CRL-](#):

a) Retention period

- All training records are kept for the duration of the staff member's career and for 5 years after the staff member leaves the employment, as per the privacy policy of EU Learn. However, certain data need to be conserved for a longer period if they are related to ongoing rights and obligations, i.e. certification of participation in a training course/associate membership that will be retained for 10 years after the payment of the balance under the relevant signed agreement/contract. Recordings of trainings are kept for as long as the training is maintained as part of the curriculum, up to a maximum of 10 years from the date of training.
- For internal trainings, presence lists of the participants may be taken or generated by EU Learn. Once the data confirming attendance has been encoded in EU Learn usually within 2 weeks, the presence lists are destroyed. If a financial file is associated with the training, a scanned copy will be retained with the financial file for a period of 10 years following the payment of the balance.
- Evaluations of the training actions and the trainers are kept according to the duration of the framework contract with the external contractors (external trainers). The Common-Level Retention List (point 12.3.1) provides that training data can be retained for a period of 10 years. However, REA will only retain your personal data for a maximum period of 5 years. For external trainings that are reimbursed partially or wholly by REA, data will be retained with the financial file for a period of 10 years following the payment of the balance.
- For files related to contracts and payments for external training, these are kept for a period of 10 years. All other files will be deleted when no longer needed for the purpose of the processing (e.g. after the closure of the service contract with the external providers, etc.).

b) Is any further processing for historical, statistical or scientific purposes envisaged, which would go beyond the normal retention period? **No**

7. What are your rights regarding your personal data?

You may have access to your personal data and may exercise your right of information / access / rectification / erasure / restriction / data portability / objection / withdrawal of consent by contacting the data controller at: REA-Training@ec.europa.eu.

Any request from a data subject to exercise a right will be dealt within one month from receipt of the request. This period may be extended pursuant to Article 14(3) of Regulation (EU) 2018/1725.

Your right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or due to 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.

8. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-Training@ec.europa.eu.

Further to the above, the following instances can be addressed to:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu

You shall have right of recourse at any time to the European Data Protection Supervisor at EDPS@edps.europa.eu.