

European Union Programmes Agency

Data Protection Policy

The General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 586), including the regulations made thereunder, regulate the processing of personal data whether held electronically or in manual form if it forms part of a filing system. **The European Union Programmes Agency** is set to fully comply with the applicable provisions of the data protection legislation.

Legal Basis and Purposes of Processing

The legal basis and the purposes of processing with regard to the processing operations conducted by the **European Union Programmes Agency** are the following:

Processing Operation	Legal Basis for processing	Purposes of Processing
Processing of Applications	SUBSIDIARY LEGISLATION 595.30 EUROPEAN UNION PROGRAMMES AGENCY <i>(ESTABLISHMENT) ORDER</i> <i>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</i>	The European Union Programmes Agency serves to promote, implement and manage the Erasmus+ Programme and any other programmes and initiatives of the European Union as designated by the Minister or the National Authority as the case maybe.

Recipients of Personal Data

Personal Data will be disclosed with the European Commission, the National Authority and the Auditors as defined in the Regulation 2021/817 and Subsidiary Legislation 595.30 . Disclosure can also be made to third parties but only as authorised by law.

Your rights

Your rights as data subjects in connection with the processing of your personal data are:

- The right to receive a copy of your personal data undergoing processing, including information in relation to the processing activities.
- The right to request us to rectify personal data you think is inaccurate. You also have the right to ask us to complete personal data you think is incomplete.
- The right to request the erasure of your personal data in certain circumstances.
- The right to request the restriction of your personal data in certain circumstances.
- The right to portability of your personal data in relation to information that you have given us.
- The right to object to the processing of your personal data if we are able to process your information because the process forms part of our public tasks or is in our legitimate interests.
- The right to not be subject to a decision based solely on automated processing including profiling.
- The right to withdraw your consent at any time, where applicable.

Requests to exercise your rights are free of charge and should preferably be made in writing and sent to the Data Protection Officer of the European Union Programmes Agency. Your identification details such as ID number, name and surname must be submitted with the request for the purpose of verifying your identity. In case the controller has

reasonable doubts concerning your identity, you may be requested to provide additional information necessary to confirm it.

The European Union Programmes Agency aims to comply as quickly as possible with the request and is obliged to respond without undue delay and at the latest within one (1) month from receipt of request.

The right exercised by the data subject may be limited or restricted, where necessary, pursuant to the applicable law.

Retention Policy

The following schedule outlines the retention requirements for the various categories of documentation within the *European Union Programmes Agency*.

Category of Document	Retention Period	Justification
Erasmus+ Program	Five Years from closure of the grant agreement for each call year	Administrative and Auditing Purposes
European Solidarity Corps Program	Five Years from closure of the grant agreement for each call year	Administrative and Auditing Purposes
Erasmus+ and ESC data requested and collected by DG EAC	As per DG EAC privacy policy: https://webgate.ec.europa.eu/erasmus-esc/index/privacy-statement	Implementation of the Erasmus+ and European Solidarity Corps decentralised programmes
Appeals Register	Five Years from closure of the grant agreement for each call year	Administrative and Auditing Purposes
Complaints Register	10 years or until the data subject requests its deletion	Quality of services purposes
Contact or feedback information	10 years or until the data subject requests its deletion	Outreach obligations and quality of services purposes
Mailing List subscription information	10 years or until the data subject requests its deletion	Outreach obligations and quality of services purposes
Website download information	10 years or until the data subject requests its deletion	Outreach obligations and quality of services purposes
Site usage information	10 years or until the data subject requests its deletion	Outreach obligations and quality of services purposes
Visitors' Register	3 months after which data will be pseudonymised	Security and statistical purposes
CCTV Monitoring	7 days	Security Purposes

Data that needs to be deleted after the established timeframes will be destructed in a secure manner to ensure that such information is no longer processed within the European Union Programmes Agency.

The Data Protection Officer

The Data Protection Officer may be contacted on:

The European Union Programmes Agency may be contacted at:

Telephone: +356 99307571

Email: foi.dp.eupa@gov.mt

European Union Programmes Agency

The OAKS Business Centre, Level 3

Triq Farsons, Hamrun

Malta

HMR 1325

The Data Controller

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Telephone: +356 99307571

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The Information and Data Protection Commissioner

You have the right to lodge a complaint with the supervisory authority, which could be reached at the following contact details:

The Information and Data Protection Commissioner

Airways House,

Triq il-Kbira

Tas-Sliema SLM 1549

Telephone: +356 2328 7100

Email: idpc.info@idpc.org.mt

Website: www.idpc.org.mt