



EUROPEAN INNOVATION COUNCIL AND SMEs
EXECUTIVE AGENCY (EISMEA)

Department I - Innovation Ecosystems, SMP/Entrepreneurship and Consumers
Unit I.02 - SMP/SME Pillar, Internal Market and Support to Standardisation

Data Protection Notice for *Welcome & introduction webinar of Procure Innovation EU- Training Programme- EISMEA/2023/OP/0012 - Lot 1*

Your personal data is processed in accordance with Regulation (EU) No 2018/1725¹ on the protection of individuals regarding the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The data controller of the processing operation is Head of Unit I.02 of the European Innovation Council and SMEs Executive Agency (EISMEA).

The following **entity/ies process** your personal data on our behalf:

- **SCIENCE & INNOVATION LINK OFFICE S.L. (SILO)- contractor**
CLAUDIO COELLO 52, 1ST FLOOR, 28001 MADRID, SPAIN. SB86407319
- **ESCUELA21, INNOVACIÓN, APRENDIZAJE Y TECNOLOGÍA S.L.- contractor**
SAN ESTEBAN, 9, 09400 ARANDA DE DUERO, SPAIN. ESB01784479

The following **third-party tool** will be used:

- **MICROSOFT OFFICE 365 FUNCTIONALITIES—Third party**
THE DATA IS HOSTED BY THIRD PARTIES, IN THIS CASE MICROSOFT SERVERS. THE LOCATION OF MICROSOFT DATA IN EUROPE IS HOSTED IN THE EUROPEAN UNION.
<https://privacy.microsoft.com/es-es/privacystatement>

The legal basis for the processing activities is/are:

- Article 5(1)(a) of Regulation (EU) 2018/1725 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 Agency)² [or necessary for the **management and functioning of the Agency**³] laid down in Union law;
- Article 5(1)(d) of Regulation (EU) 2018/1725 based on **your explicit prior consent** for your non-mandatory personal data indicated below; - etc.].

The purpose(s) of this processing is/are to:

(1) *Collect the necessary information and consent through the *Characterisation & additional information Form (Microsoft Form tool) to participate in the Welcome & introduction webinar for participants, as initial and preparatory step for the participation in Level 1 trainings of the **Procure Innovation EU- Training Programme.*

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 L295/39 of 21.11.2018).

² EISMEA Establishment Act: Commission Implementing Decision (EU) [2021/173](#) of 12 February 2021 establishing the **European Innovation Council and SMEs Executive Agency** (OJ L 50/9 of 15.2.2021)

(2) Registration for the mentioned webinar that will be held online through Microsoft Teams tool on the:

- 10th of October 2024- 1st and 2nd edition (2024).
- 11th of June 2025- 3rd edition (2025).
- 12th of November 2025- 4th edition (2025).
- 17th of June 2026- 5th edition (2026).

(3) Collect the consent to be recorded during the above mentioned webinar (voice and image) and that the recording may be used as part of the organisation and dissemination tasks of the Procure Innovation EU- Training programme initiative through their various dissemination channels

**Characterisation & additional information Form: online form to be completed by selected participants (after the eligibility check and selection process), to collect additional information needed to formally complete and confirm their enrolment to the Level 1 training. It contains four sections: welcome & introduction webinar, personal data, characterisation questionnaire and additional information.*

***Procure Innovation EU – Training programme is divided into two training levels: Level 1 (5-day schedule on site training programme addressed to Public Buyers's staff), and Level 2 (online training programme addressed to Decision Makers).*

The following of your personal data are collected: *your first name, last name, title, organisation and e-mail.* All personal data are **mandatory** for the purpose(s) outlined above.

In addition, the following **non-mandatory** personal data are collected: *your consent to be recorded and that both your video and voice may be used as part of the organisation and dissemination tasks of the Procure Innovation EU- Training programme initiative through their various dissemination channels* and can only be processed based on your explicit prior consent⁴.

The mandatory personal data will be originally collected at one specific moment: in the evaluation process through the Characterisation & additional information Form.

The non- mandatory personal data will be originally collected at one specific moment: in the evaluation process through the Characterisation & additional information Form.

The recipients of your personal data will or may *authorised Agency and Commission staff in charge of contract, and authorised staff of Agency or Commission contractors* and bodies in charge of monitoring or inspection tasks in application of Union or national law (e.g. internal audits, Court of Auditors, European Public Prosecutor's Office (EPPO), European Anti-fraud Office (OLAF), law enforcement bodies).

⁴ Processing of **non-compulsory** personal data can only be based on **consent** and individual **tick boxes** have to be provided when data is collected to **document** the consent.

A limited set of your personal data **might be transferred** due to the use of MICROSOFT OFFICE 365 to the United States (US) by Microsoft Ireland Operations Ltd as data exporter and Microsoft Corp as data importer and/or its sub-processors and are subject to the following safeguards. Only mandatory personal data for the purpose(s) outlined above will be processed through Microsoft Teams tool. Personal data are processed on a need-to-know basis by authorised staff only, with limited access rights; files are stored on secured Servers subject to the European Commission's security Decision 2017/46 of 10 January 2017. The information is managed through private access to the storing system. Backups are done regularly once a file is modified.

The processing of your data will **not include automated decision-making** (such as profiling).

The following technical and organisational security measures are in place to safeguard the processing of your personal data: Personal data are processed on a need-to-know basis by authorised staff only, with limited access rights; files are stored on secured Servers subject to the European Commission's security Decision 2017/46 of 10 January 2017. Electronic communication and files are secured for internal communication purposes. In principle, no paper files are stored, but if needed, they will be stored in locked cupboards. The information is managed through private access to the storing system. Backups are done regularly once a file is modified.

Your personal data will be kept for a maximum period of 10 years from the end of the year this service is implemented (December 2027). Data will be *manually* deleted at the end of this period.

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

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

If you have **any queries** concerning the processing of your personal data, you may address them to Head of Unit I.02entity acting as data controller) via EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu.

You shall have the right of recourse at any time to the EISMEA Data Protection Officer at EISMEA-DPO@ec.europa.eu and to the European Data Protection Supervisor at <https://edps.europa.eu>.

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