

Annex IV Essence of the Arrangement to be made available to the data subjects

- **Description of processing**

The purpose of the joint processing operation is to organise and manage the trips of the DiscoverEU selected participants who fulfil the eligibility conditions. Once applicants are selected, they receive a notification message on their selection, together with a booking link, from the European Youth Portal. When the selected applicant clicks on the booking link, it leads them to the DiscoverEU contractor's website where they can book their travel.

The contractor (processor and its sub-contractor) verifies the actual eligibility of the selected candidates by checking the validity of personal documents (proof of nationality, proof of legal residence). Once confirmed, applicants are awarded a DiscoverEU travel pass.

The Joint Controllers also jointly process the personal data of the applicants for monitoring and reporting purposes. It includes the following categories of personal data

a) Mandatory data:

- identification data: first name, last name, date of birth, nationality, legal residence, personal identification numbers: ID card passport or legal residence number and issuing country (as well as copies of such document for the purpose of booking the travel and verifying the data during the booking by the contractor)
- physical characteristics of persons as well as their image (ID card/ passport/ or legal residence picture)
- contact details: email address and GSM/telephone number
- information on career (previous and current occupation and envisaged future occupation: e.g. studies and employment).

b) Optional data:

- gender (if declared by the applicant), region of residence and military service
- disability/ health situation (and related supporting documentation) or visa related data (incl. reasons for refusal) when there is a request for special support by the applicant
- personal data of people accompanying participants with special needs as stated above under a)
- information on the data subject's family (level of education of the parents/legal guardians
- (previous) involvement in a youth organisation
- experience as a DiscoverEU Ambassador, insofar as personal data are disclosed (based on consent)

- allowances and bank account references, including, if applicable, IBAN/BIC code, means of payment (Paypal, Swift, etc.) to fund the travel and source to finance non-covered costs.

The Joint Controllers may transmit personal data to to the framework contractor data centre, and from this contractor to the mobile application created by them implement the contract.

- **Responsibilities and roles of the Parties**

In the context of this activity, the European Commission and the European Education and Culture Executive Agency (EACEA) are Joint Controllers. They ensure and are responsible for:

- Deciding on the means, the requirements, the purpose of processing;
- Recording of the processing operation;
- Ensuring that the personal data undergoing processing are adequate, accurate, relevant and limited to what is necessary for the purpose;
- Ensuring a transparent information and communication to data subjects of their rights;
- Where processing is based on consent, being able to demonstrate that the data subjects have consented to processing of their personal data;
- Facilitating the exercise of the rights of data subjects;
- Handling of data subjects' requests;
- Deciding to restrict the application of or derogate from data subject rights, where necessary and proportionate;
- Processing Data Breaches in line with Regulation (EU) 2018/1725
- Ensuring privacy by design and privacy by default;
- Using only processors that meet the requirements of Regulation (EU) 2018/1725 and to govern the processor's processing by a contract or legal act;
- Identifying and assessing the lawfulness, necessity and proportionality of transmissions and transfers of personal data;
- Establishing and keeping up to date the list of all recipients of personal data (in the EU Member States, third countries and international organisations);
- Carrying out a data protection impact assessment, where necessary;
- Carrying out a prior consultation with the European Data Protection Supervisor, where needed;
- Ensuring that persons authorised to process personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality;
- Cooperating with the European Data Protection Supervisor on request, in the performance of his or her tasks.

EACEA will be responsible for any matter relating to the implementation of the DiscoverEU programme per se with the support of its framework contract.

The European Commission (DG EAC) will be responsible for any matter relating to the Youth Portal per se and to data processing via the Erasmus+ National Agencies, the Eurodesk Brussels Link, the Europe Direct centres, the Commission's Representations in the Member States, and print, TV, radio or digital media outlets.

- **Contact points for data subjects**

European Education and Culture Executive Agency (EACEA):

Controller: Head of Unit EACEA.A5, Youth, EU Solidarity Corps and Aid Volunteers

Email of Controller: EACEA-A5@ec.europa.eu

European Commission:

Directorate-General for Education, Youth, Sport and Culture

Controller: Head of Unit EAC.A4, Youth and Intergenerational Fairness

Email of the operational controller: EAC-UNITE-A4@ec.europa.eu