



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: DiscoverEU action

Data Controller: DG.EAC.A.4 – Directorate-General for Education, Youth, Sport and Culture (DG EAC)/ Directorate A – Policy Strategy, Country Intelligence and Youth/ Unit A.4 – Youth and Intergenerational Fairness

Record reference: DPR-EC-38151.1

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission 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 “DiscoverEU action” undertaken by the Directorate-General for Education, Youth, Sport and Culture (DG EAC)/ Directorate A – Policy Strategy, Country Intelligence and Youth/ Unit A.4 – Youth and Intergenerational Fairness (DG.EAC.A.4), is presented below.

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

Purpose of the processing operation: DG.EAC.A.4 and the European Education and Culture Executive Agency (EACEA) act as joint controllers in relation to the DiscoverEU, and collect and use your personal information to select the DiscoverEU participants, organise and manage the travel passes and related services of the selected participants and related services, once the application process on the European Youth Portal is closed.

The purpose of the processing aims to:

- Organise selections, award, and delivery of DiscoverEU travel passes and related services (e.g. discount card), namely: launching application rounds on the European Youth Portal managed by DG.EAC.A.4 inviting applicants to reply to a questionnaire. The calls are advertised in the European Youth Portal or in the National Agencies' websites, and via communications campaigns at national level by the National Agencies, via media coverage (print, TV, radio, digital media), and no processing of personal data takes place during the calls advertisement phase. No targeted advertisement takes place.
- Enable the application phase: applicants must submit certain personal data in order to allow the joint controllers and its contractor to assess if they meet the eligibility conditions. Participants are selected if they meet the eligibility conditions (i.e. age, residence or citizenship, if they didn't use the DiscoverEU travel pass before, if they fill their identity card (ID) or passport number or resident permit number in the online application form, if they agree with the Declaration on Honour of the application form); Once the applicants have filled in their personal data, and the eligibility conditions are met, they have to answer a quiz of multiple-choice questions on general knowledge about the European Union and on other European Union initiatives targeting young people. Finally, they are requested to answer a subsidiary question. This subsidiary question requires applicants to give an estimate answer and aims to decide the ranking between the applicants who responded correctly to the quiz questions. However, the processing of this application phase is covered under record DPR-EC-00371.7.
- Enable the selection phase: upon closure of the application period, the answer to the subsidiary question is extracted from the application system in the European Youth Portal. Applicants who have replied correctly to the quiz questions will then be ranked based on their reply to the subsidiary question: their ranking will be determined by the

closeness of their reply with the correct subsidiary answer. Such ranking is performed by DG EAC and EACEA after checking for possible duplicates that will be disqualified. Applicants will be awarded up to the available budget and ranked following the correctness of their replies. In case of ex-aequo and as measure of last resort, the European Commission/EACEA will apply the 'first come first served' principle to determine the ranking. No AI tool is used during the application and selection phases.

- Book the travel (train, coach or plane tickets): the selected participants receive on their email address a notification on the results with a booking link and a unique hash code from the European Youth Portal, The participant clicks on the booking link, and it leads to the booking form of the contractor where the participant enters a unique hash code, received in the selection notification email, to book their travel and to provide the necessary data (first name, last name, date of birth, email address, phone number, postal code, ID issuing country, residence country, nationality, and if needed special needs). This is to verify the eligibility of the selected participants by the contractor by checking the validity of personal documents (proof of age, nationality or legal residence, etc.). After this, the travel pass and the accompanying discount card are awarded to participants by the contractor. Participants using the travel pass are in contact with the contractor to prepare their travel and in case they need support to use the travel pass, the persons accompanying the participants in their trips are requested to provide their data for the travel booking purposes.
- Ensure provision of services related to special needs: for accessibility due to health-related reasons, for support to get visa if applicable, etc. (based on consent);
- Process possible reimbursement of costs incurred by the participants in exceptional cases e.g. for medical or visa expenditures;
- Allow sharing experience as DiscoverEU Ambassador for the selected applicants incl. via media based on the explicit consent of the data subjects;
- Enable communication and dissemination activities for the promotion of the programme including but not limited to video/photo campaigns, collection, use and publication of testimonials, and promotional contests/awards.
- Organise pre-departure meetings or other events and be informed about EU initiatives by Erasmus+ National Agencies (NAs) or Eurodesk Brussels Link (EBL), for data provided by DG EAC, or other (based on consent);
- Provide support and information about the European Union by Europe Direct centres and the Commission's Representations in the Member States.
- Process all related consents for the selected applicants, i.e.:
 - to be contacted by the contractor and if applicable by its sub-processors for travel organisation as stated above;
 - to share special categories of personal data concerning health in case the participant requests specific support due to health conditions to enable him/her to travel;
 - to share their contact details with Erasmus+ National Agencies, Eurodesk, Europe Direct centres and the Commission's Representations in EU;
 - to be informed occasionally about European information of relevance to youth such as those under European Youth Portal (applicable to both selected and non-selected applicants),
 - to be contacted for media outlet coverage (print, TV, radio, or digital media) selected by the European Commission. However, please note that a participant can always decline the request of a media outlet, even if consented earlier.
- Ensure monitoring and reporting in order to issue aggregated data.

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;

(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes:

- Use participants' contact details (email addresses) to enable them to receive emails and other notifications related to DiscoverEU and other European Commission / non-European Commission initiatives targeting youth, as well as surveys and other methods of gathering feedback from applicants, to receive further communication, campaign materials, event invitations related to EC/non-EC initiatives.
- Enable print, TV, radio or digital media outlets selected by the European Commission to contact selected applicants.
- Display and publication of personal data in information articles, news, events and stories entered and maintained by Eurodesk Brussels Link and the network of Eurodesk organisations.
- Disclosure of personal data in communication and dissemination activities organised by the European Commission and/or EACEA and their contractors for raising awareness about the programme.
- Process of special categories of personal data for the purpose of providing special support when required by the selected participants.

Consent on having personal data processed for the purposes identified above is given by data subjects the moment they apply to DiscoverEU by ticking a box, which is not ticked by default. Regarding content published on the European Youth Portal, consent is given using consent forms, which are signed before content is published.

Since 2021 DiscoverEU is integrated into the Erasmus+ Programme (2021-2027) and its funding is confirmed on a yearly basis via Commission Decisions on the annual work programmes (see 2021 annual work programme of Erasmus+: the Union Programme for Education, Training, Youth and Sport adoption on 25 March 2021).

The processing operations are necessary for the fulfilment of the European Commission's obligations and responsibilities of monitoring and reporting established in the Decision of the European Parliament and the Council establishing the Erasmus+ Programme: 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

We process special categories of personal data indicated in Section 4, because:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Data concerning health may be processed in case the participant requests specific support due to health conditions to enable him/her to travel.

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

In order to carry out this processing operation DG.EAC.A.4, EACEA and their authorised contractors collect the following categories of personal data:

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).

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; these data are collected by the authorised contractors;
- 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 (re)fund the travel and source to finance non-covered costs; these data are collected by the authorised contractors.

In case of the presence of people accompanying participants with special needs, the following data are collected and processed:

- 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;

The provision of personal data is mandatory to apply to DiscoverEU rounds and, if selected, to get the DiscoverEU travel passes and related service. If you do not provide your personal data, you can't apply to DiscoverEU selection rounds.

5. How long do we keep your personal data?

DG.EAC.A.4 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

Personal data contained within non-selected and non-booked user applications for DiscoverEU will be deleted or anonymised 2 years from the application deadline of the respective application round, unless the applicant has expressed interest in being informed about /

involved in other European Youth Portal services in which case the data is kept for maximum 5 years from the application deadline of the respective application round. After that time, their personal data will be deleted or anonymised and only be kept for statistical purpose under aggregated data.

Personal data contained within selected and booked user applications for DiscoverEU will be deleted or anonymised 5 years from the application deadline of the respective application round, unless the applicant has expressed interest to withdraw from the 'selected user' status and has not benefited from EU funding through the initiative, in which case the data is kept for maximum 2 years after the application deadline of the respective application round.

Contractors remove personal data from their owned systems when no longer necessary.

Anonymised information may be kept for a longer period for historical, statistical or scientific purposes with the appropriate safeguards in place.

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 either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#).)

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. 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 responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Access to your personal data may be given on a need-to-know basis to the following authorised recipients, who fall under confidentiality duties:

- Authorised staff of the European Education and Culture Executive Agency
- Erasmus+ National Agencies staff: to organise pre-departure meetings for the selected participants from their country) or for those on reserve lists to give them other information on EU related initiatives or for sending event invites and information on EU initiatives (by consent);

- Eurodesk Brussels Link (EBL) staff: for the purpose of events invites and information on EU initiatives (by consent);
- Europe Direct centres and the Commission's Representations in the Member States may have access to the personal data of the applicants, based on consent.
- Print, TV, radio or digital media outlets selected by the European Commission and EACEA may have limited access to traveller's personal data.
- Staff of the contractor and their authorised subcontractors (based in EU/EEA countries) acting under contract and its documented instructions.
- Carriers may have limited access to traveller's personal data (first name, family name, gender, e-mail address, date of birth, country of residence, and last 3 characters of the ID/passport number).

The controller may transfer your personal data to the following recipients in a third country or to an international organisation in accordance with Regulation (EU) 2018/1725:

- Erasmus+ National Agencies of third countries associated to the Erasmus+ programme or participating to DiscoverEU action (Turkey, North Macedonia and Serbia);
- Eurodesk national agencies in third countries associated to the Erasmus+ programme or participating to DiscoverEU action.

The controller will transfer your personal data based on:

- on derogations as per Article 50 of the Data Protection Regulation, namely: the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person.

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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and 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) on grounds relating to your particular situation.

You have consented to provide your personal data to DG.EAC.A.4 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. 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 the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

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, DG.EAC.A.4 EAC-UNITE-A4@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) 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.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-38151**.