

Welcome @ EcoSu PM

Ecological and Sustainable Project Management in Erasmus+





About the TCA

- The overall aim of this TCA is to increase the quality in project management for the Erasmus+ programme and ensure that institutions and organisations from Europe actively engage in project management within the SCH, VET, ADU and HED sectors.
- This contact seminar has a cross-sectoral focus and invites the participation of current and future beneficiaries from all educational areas as well as the private sector.
- It further aims to promote all activities with a focus on cooperation partnerships but also some aspects for mobility projects, provide support to potential beneficiaries in terms of successful project management.
- The seminar raise awareness for the implementation of an ecological and sustainable project management approach..

Participants will learn ...

- about project management in Erasmus+ projects from both perspectives: as beneficiary & leading organisation, as well as participating organisation.
- about the project life cycle & project management cycle
- about tools, methods, documents used and
- about and gain awareness for the implementation of an ecological & sustainable project management approach.
- how to integrate european values.
- How to integrate EUDPR/GDPR topics and tasks.
- about the key elements required for successful, ecological and sustainable project management.

Expected Results

- Increased awareness of environmental and sustainable thinking and behaviour.
- A deeper understanding of the successful implementation of Erasmus+ projects, timely planning and implementation of preparatory activities, risk assessment and management, active project control and implementation of quality assurance (QA) measures.
- The integration of European values and how to deal with EUDPR/GDPR topics.
- The exchange of good practices, documents, methods and tools between participants.
- Cross-sectoral cooperation between ADU, SCH, VET and HE to potentially develop the basis for further exchange and cooperation.
- From the organizing NA's perspective: Complete course to cover the topic how to successfully manage an Erasmus+ project.

Day 1 10.06.24		Day 2 11.06.24		Day 3 12.06.24		Day 4 13.06.24	
		07:30-08:45	Breakfast	07:30-08:45	Breakfast	07:30-08:45	Breakfast
		09:00-09:30	Input-Session (All)	09:00-09:30	Input-Session (Sabine+Peter)	09:00-09:30	Input-Session (Michal)
		09:30-10:15	Groupwork: Introduction to: work mode; project life cycle; Erasmus+ PM cycle;	09:30-10:15	Groupwork Project Implementation	09:30-10:30	Groupwork GDPR & Ethics, Data & IT-Tools
		10:15-10:45	Coffebreak	10:15-10:45	Coffebreak	10:30-11:00	Coffebreak (check-out)
		10:45-11:30	Groupwork & Presentation	10:45-11:30	Groupwork & Presentation QA in PM KA1 (Sabine) QA in PM KA2 (Peter)	11:00-11:30	Reflexion
		11:30-12:00	Reflexion	11:30-12:00	Reflexion	11:30-12:00	TCA Evaluation
		12:00-13:30	Lunch (at the venue)	12:00-13:30	Lunch (at the venue)	12:00-13:30	Lunch (at the venue)
		13:30-14:00	Input-Session (Viktor) Planning and project preparation thinktwice.management Stresstest	13:30-14:00	Input-Session Dissemination & Exploitation (Sabine) thinktwice.management	13:30-14:00	Farewell and departure
		14:00-15:00	Groupwork & Presentation	14:00-16:30	Groupwork & Presentation		
		15:00-15:30	Coffebreak	16:30-17:00	Coffebreak		
		15:30-17:30	Groupwork & Presentation	17:00	Meeting point bus stop		
	Arrival of the participants		Getting started, documents and tools, thinktwice.management	17:00-17:30	trip to Vaduz by bus		
18:00	Welcome & Opening	17:30-18:30	Go & walk the dog !	17:30-19:30	Visiting VADUZ		
18:30-20:00	Dinner (at the venue)	18:30-20:00	Dinner (at the venue)	19:30-22:10	Dinner (in VADUZ)		
20:00	Free time with optional activities to promote networking and socialising	20:00	Free time with optional activities to promote networking and socialising	22:18	Getting back to Ruggell (by Bus)		

In the Seminar



8 Working Blocks



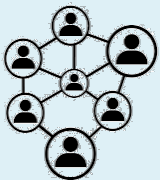
5 Coffee-breaks



3 Lunches



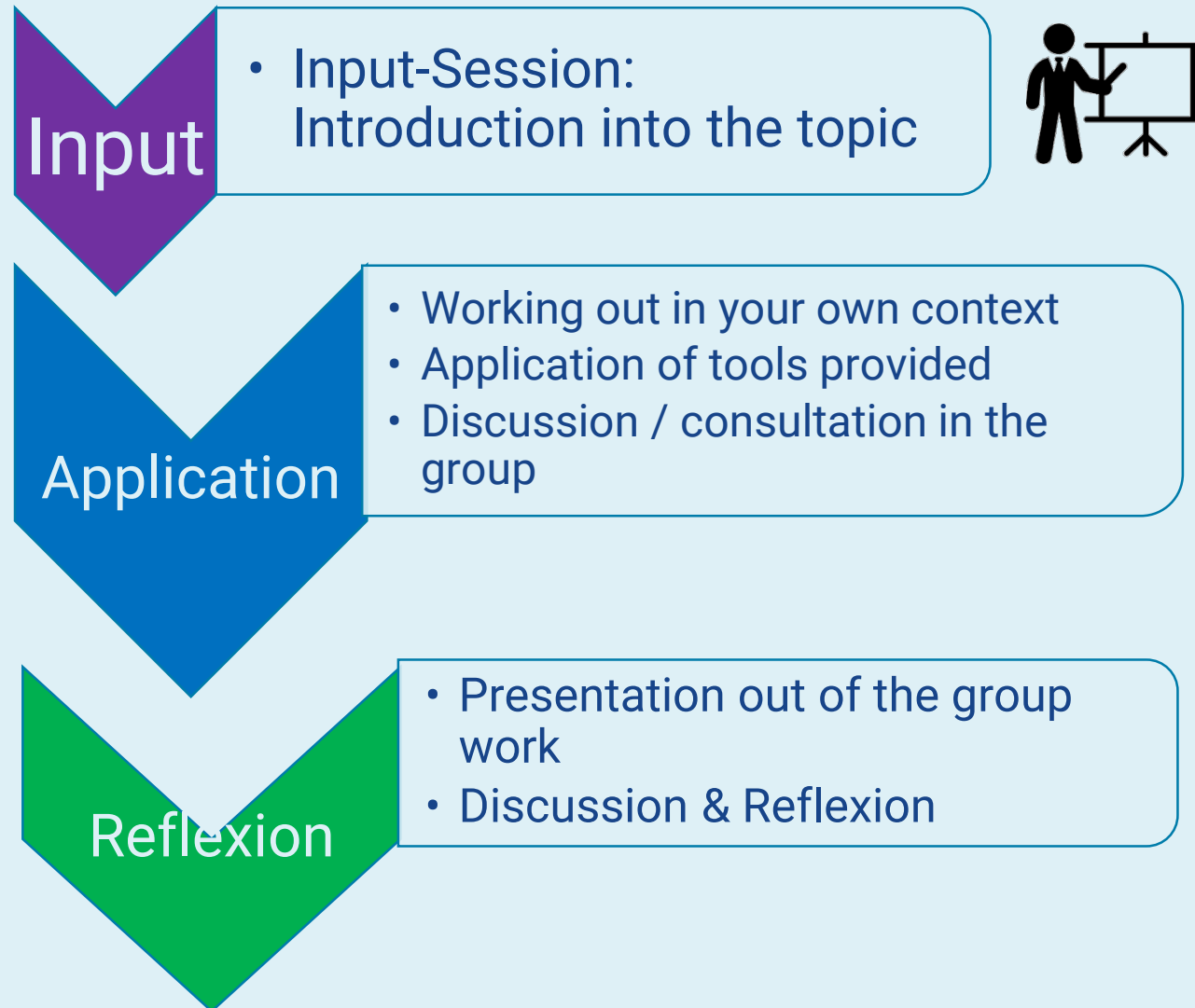
3 Dinners

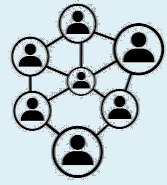


3 Evenings for Networking



1 Social Event





Networking Activity & 1st Task

- **Form maximally heterogeneous groups of 5 persons for this TCA ...**
 - **Include people from different educational fields who ...**
 - **... already have experience out of leading at least one Erasmus+ project.**
 - **... already have experience out of participating in an Erasmus+ project.**
 - **... have no experience participating in / leading an Erasmus+ project.**
 - **Include people with interest in KA1 projects.**
 - **Include people with interest in KA2 projects.**
 - **Further aspects towards inclusion ...**
- **Occupy a work island area (with tables, chairs, pinboard, flipchart, a good view to the presentation)**



Working Block 1

The Erasmus+ Project Life Cycle:

- You (group) receive a wallpaper and a set of cards with terms relating to the Erasmus+ project life cycle.
- Put the individual cards in chronological order. - Discuss the terms and positions together. - Fix a variant with the most votes in the team. - Choose one person from your team for the subsequent presentation.
- Present your solution to the whole group and explain:- Which elements were easy | not so easy to categorise?- What was new for you, what did you learn?

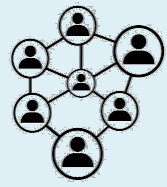


Working Block 1

The Erasmus+ Project Life Cycle:

➤ Your Presentation





Reflexion

- **Which elements were easy to categorise?**
- **Which elements were not so easy to categorise?**
- **What was new for you, what did you learn?**

Day 2

Ecological and Sustainable Project Management in Erasmus+



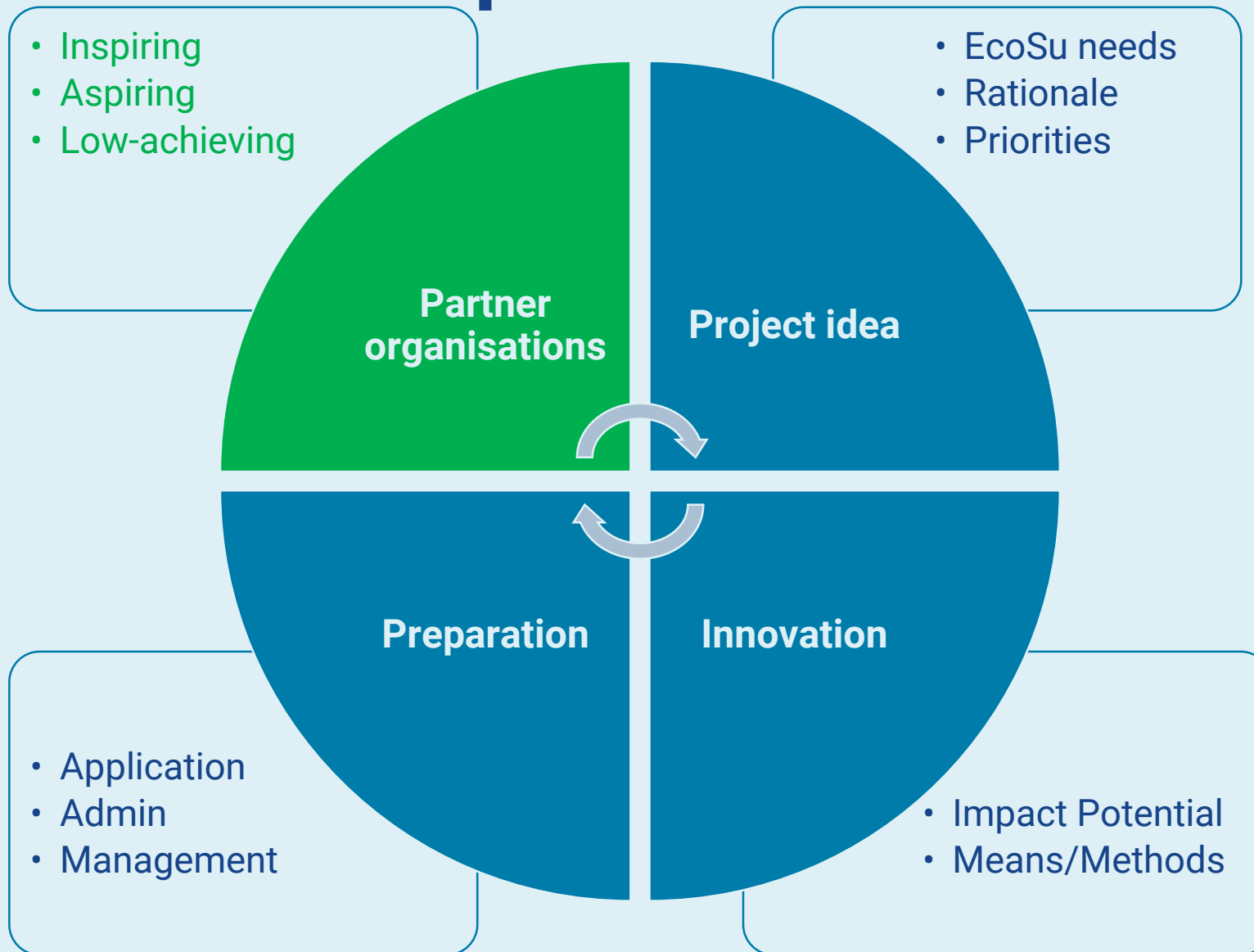


Planning and project preparation





Where to look for improved EcoSu?





Partner organisations in terms of EcoSu

Profile



Strengths



Potential



Synergy





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Do you think of environmental criteria when you form an Erasmus+ partnership?



Never

When selecting partners

When describing partners' existing practice

When describing partners' needs

When identifying opportunities for mutual learning

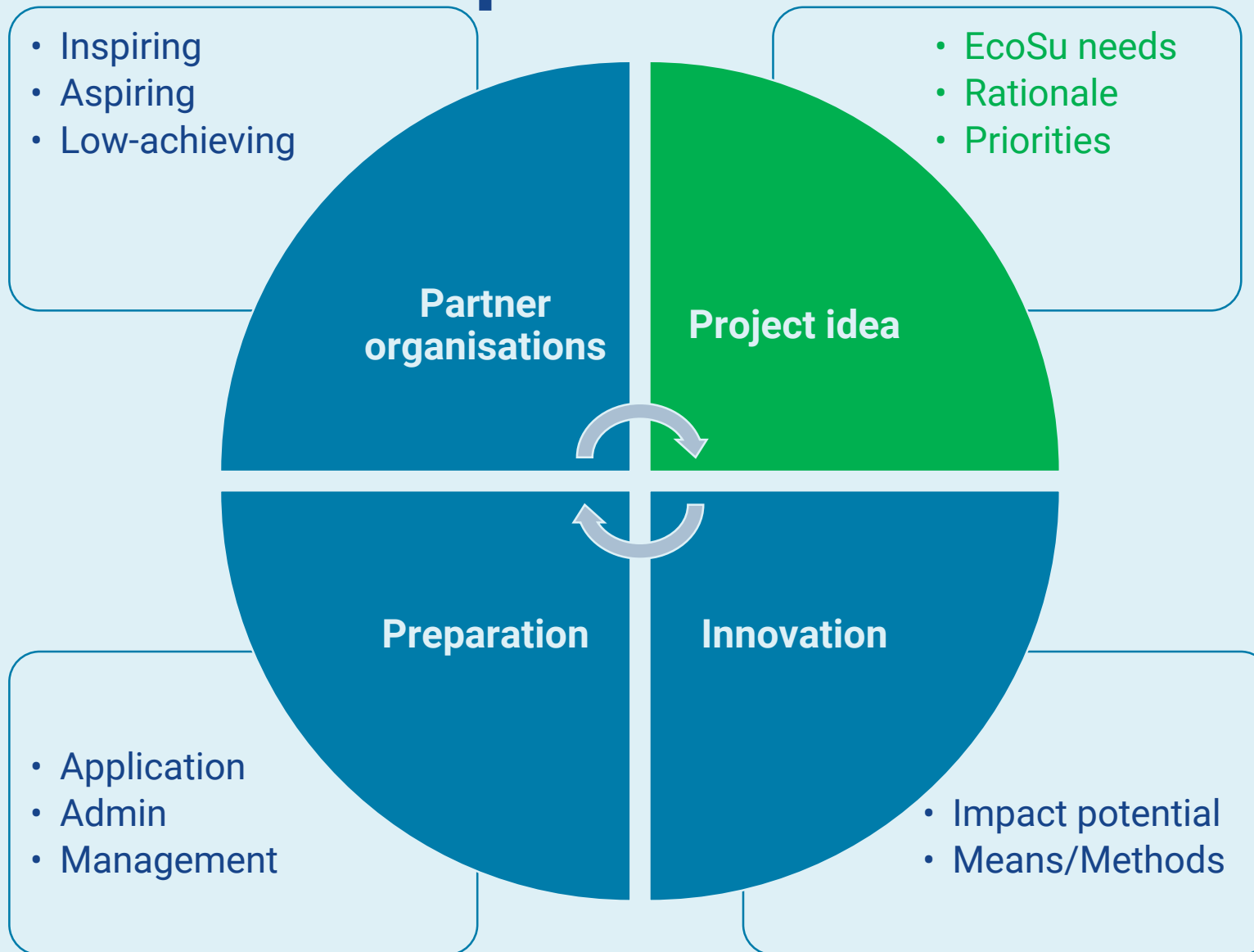
Always

Responses are hidden

Press **H** to show responses



Where to look for improved EcoSu?





Project Idea: is it EcoSu?



Based on reliable data!



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How ecologically sustainable is your project idea?



Not really

Is Ecological Sustainability the main goal?

Do you prioritise more ecologically sustainable implementation methods and outputs?

As much as possible

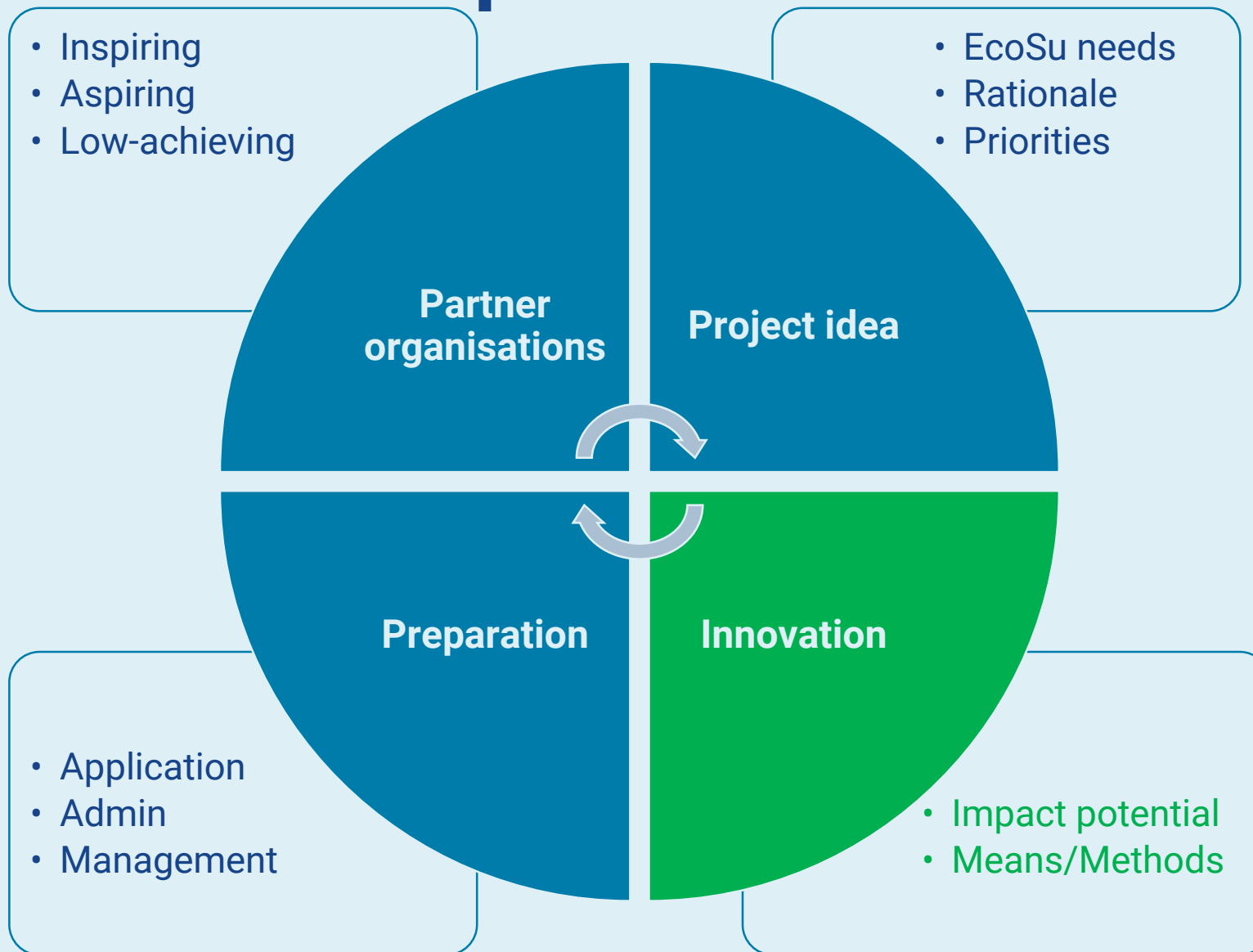
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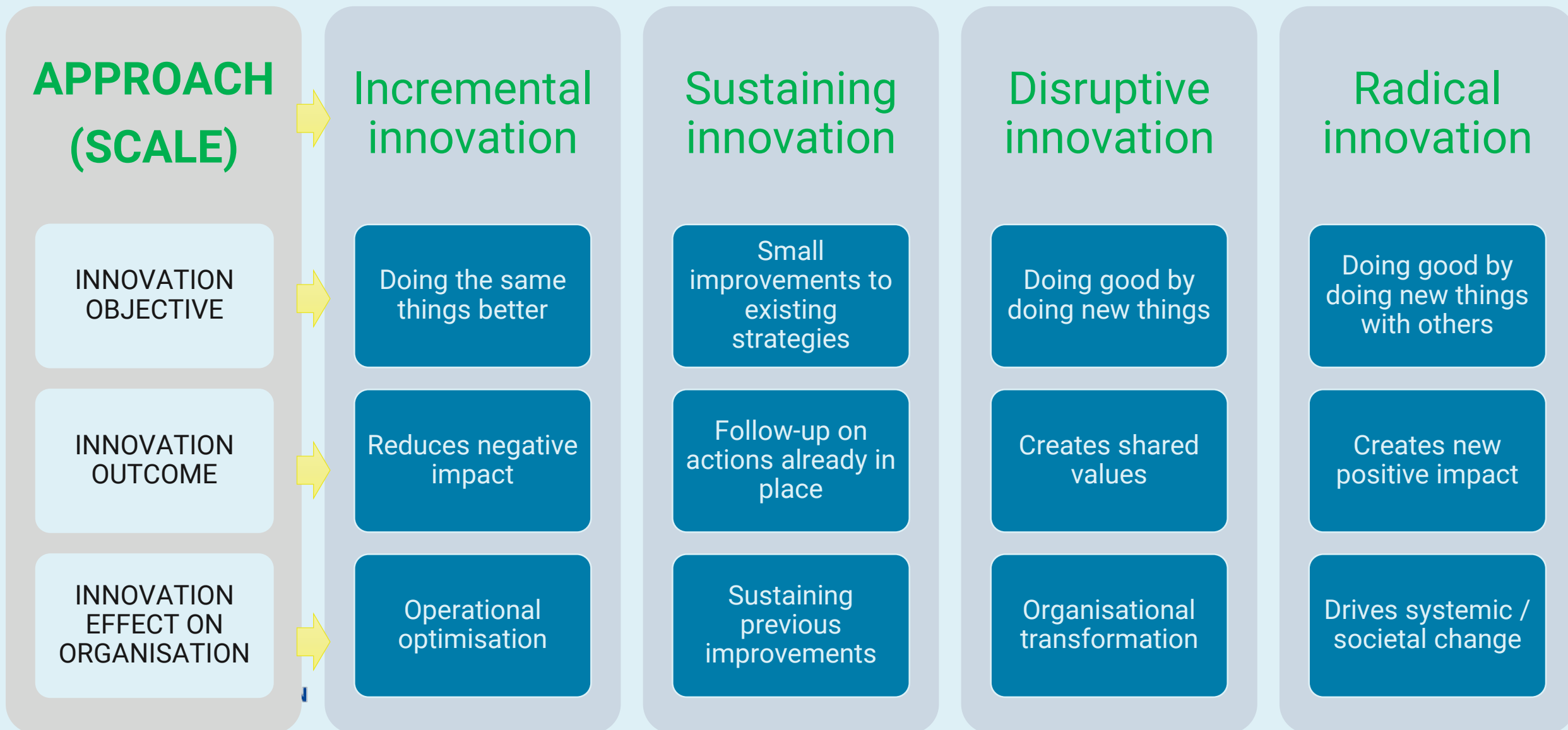


Where to look for improved EcoSu?



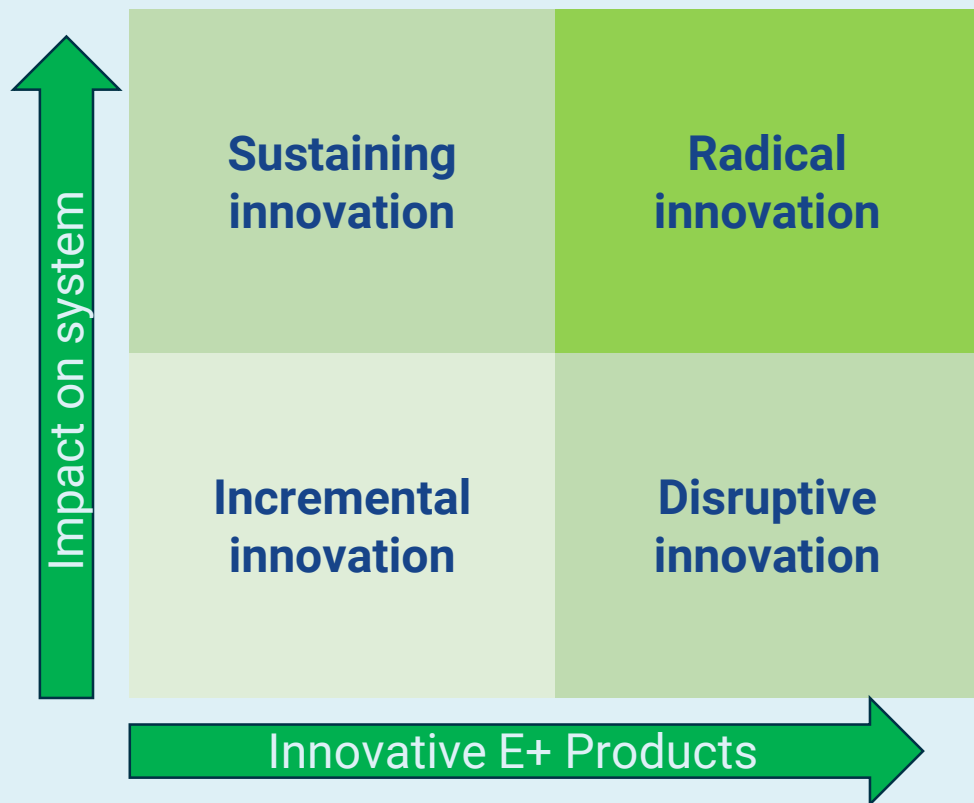


How innovative is your project?





How innovative is your project?



Incremental innovation

Doing the same things better

Reduces negative impact

Operational optimisation

Sustaining innovation

Small improvements to existing strategies

Follow-up on actions already in place

Sustaining previous improvements

Disruptive innovation

Doing good by doing new things

Creates shared values

Organisational transformation

Radical innovation

Doing good by doing new things with others

Creates new positive impact

Drives systemic / societal change



Is there a correlation between innovation and level of impact in the different actions of Erasmus+?

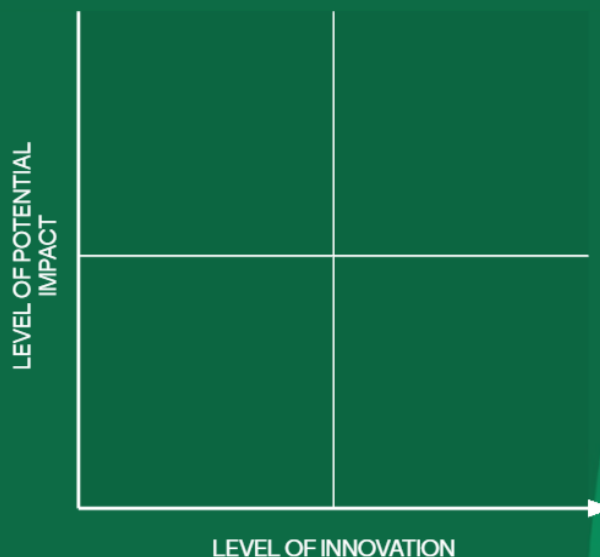




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Situate different Erasmus+ actions by estimating their likely levels of innovation and potential for impact.

Assign to each project the expected level of innovation and impact.



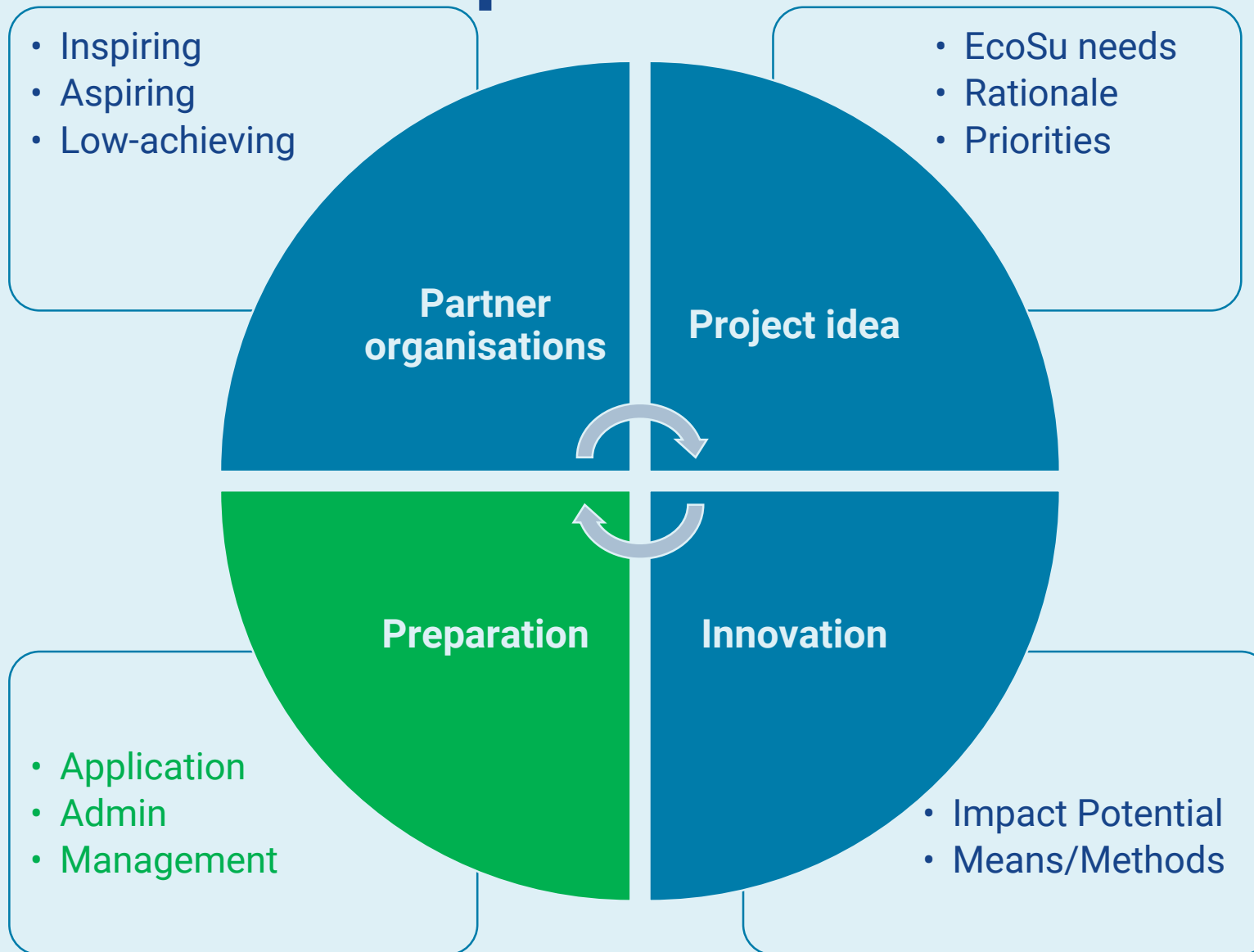
- 1 KA 1 mobilities between two schools exploring regional cuisine
- 2 KA2 Cooperation partnership creating an AI tool for simultaneous lesson creation in several languages

Responses are hidden

Press **H** to show responses



Where to look for improved EcoSu?



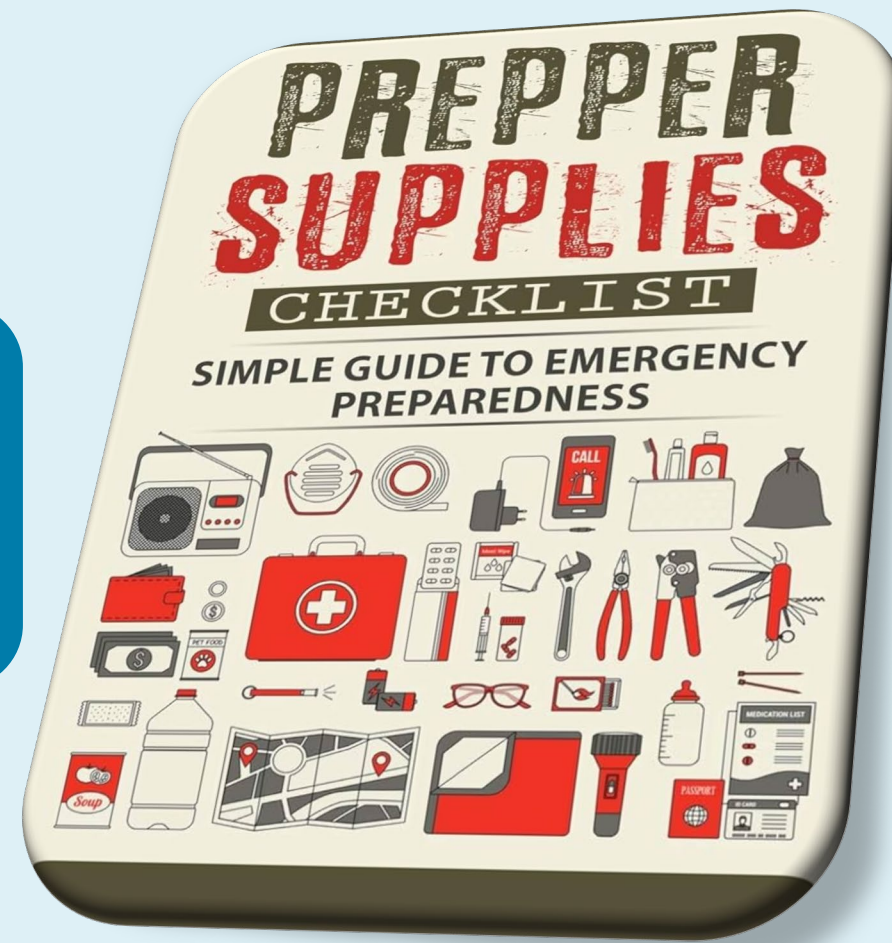


Are you an Erasmus+ Prepper?

Pre-project
(Application)
Stage

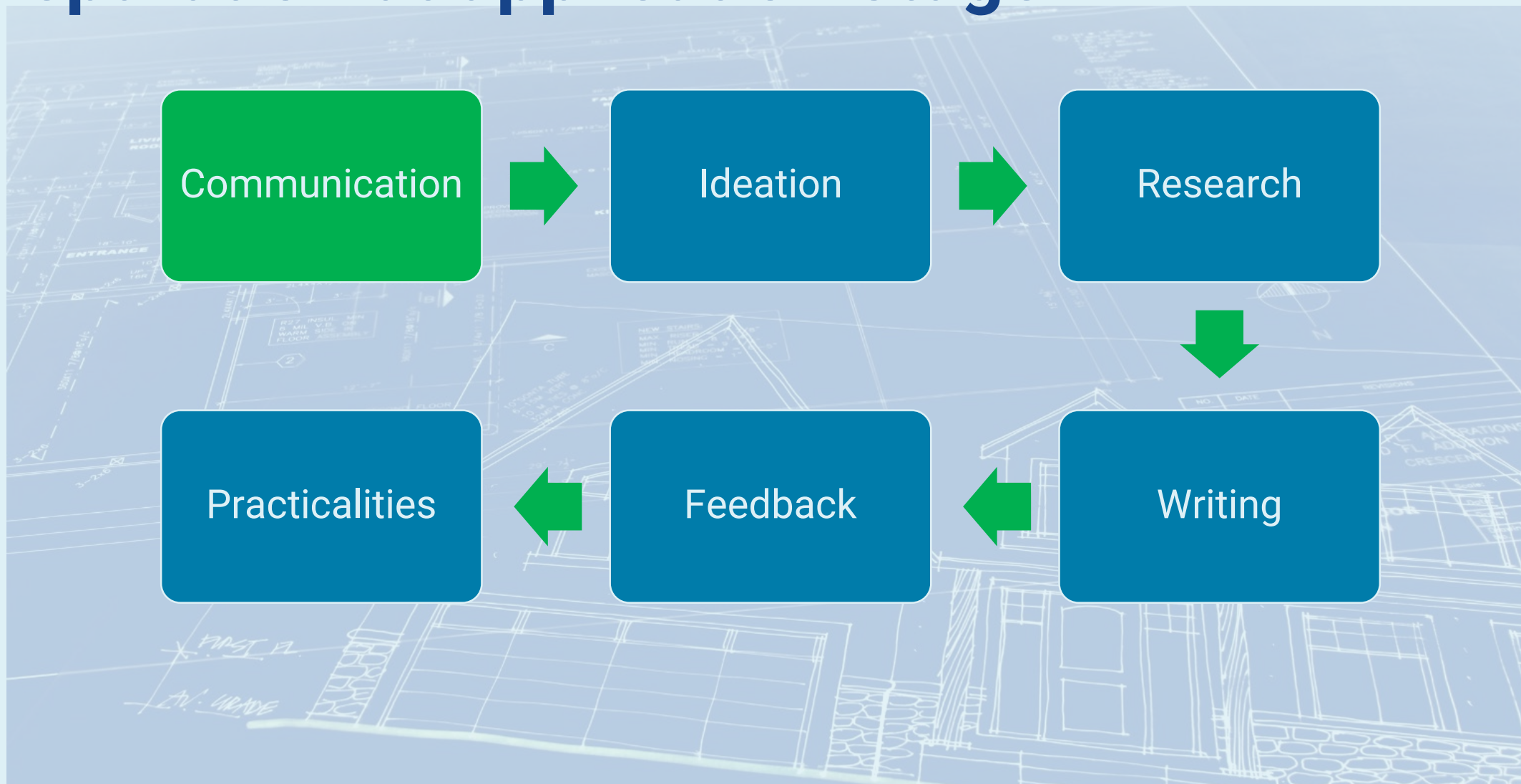
Administrative
Arrangements

Management
System



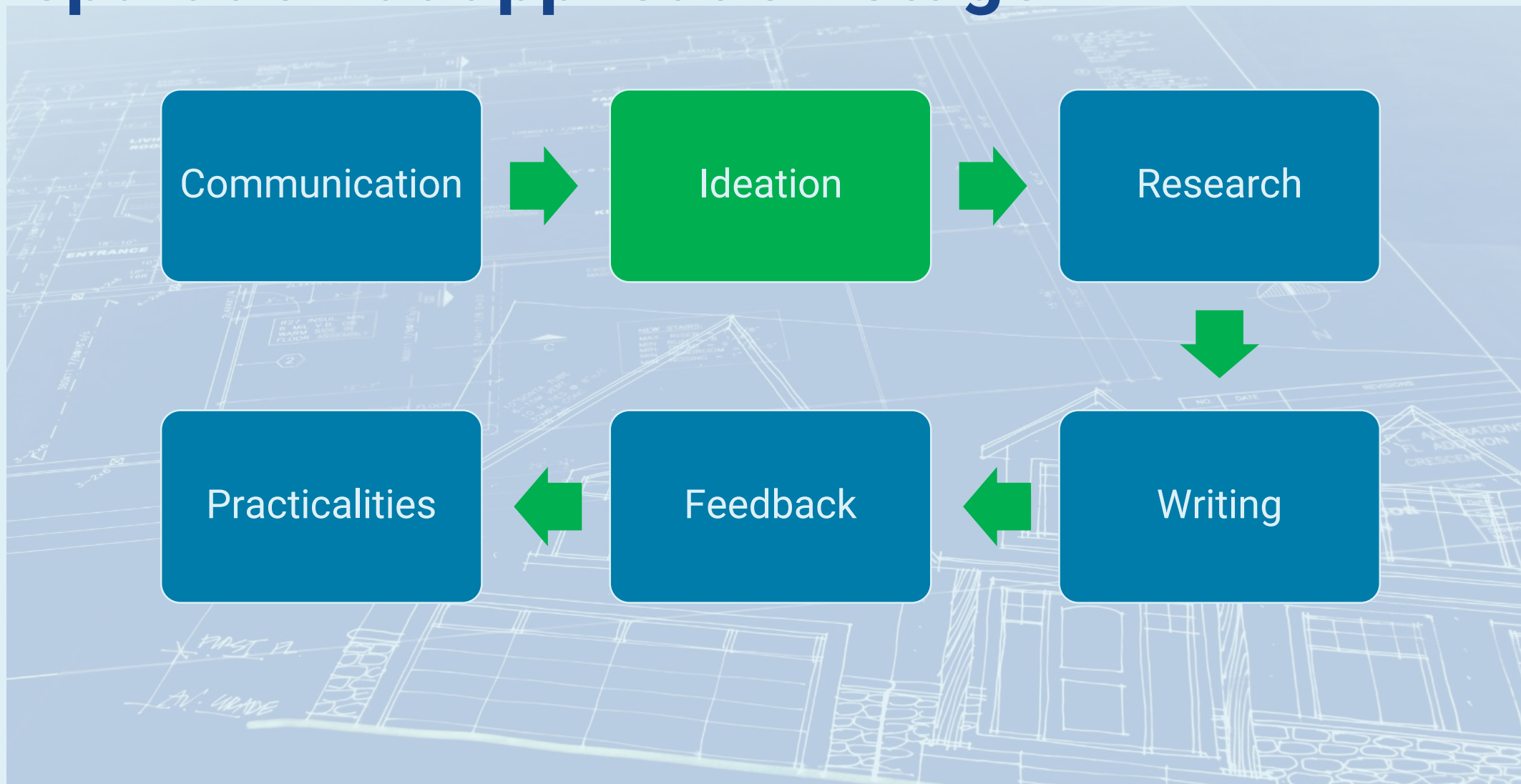


Preparation at application stage



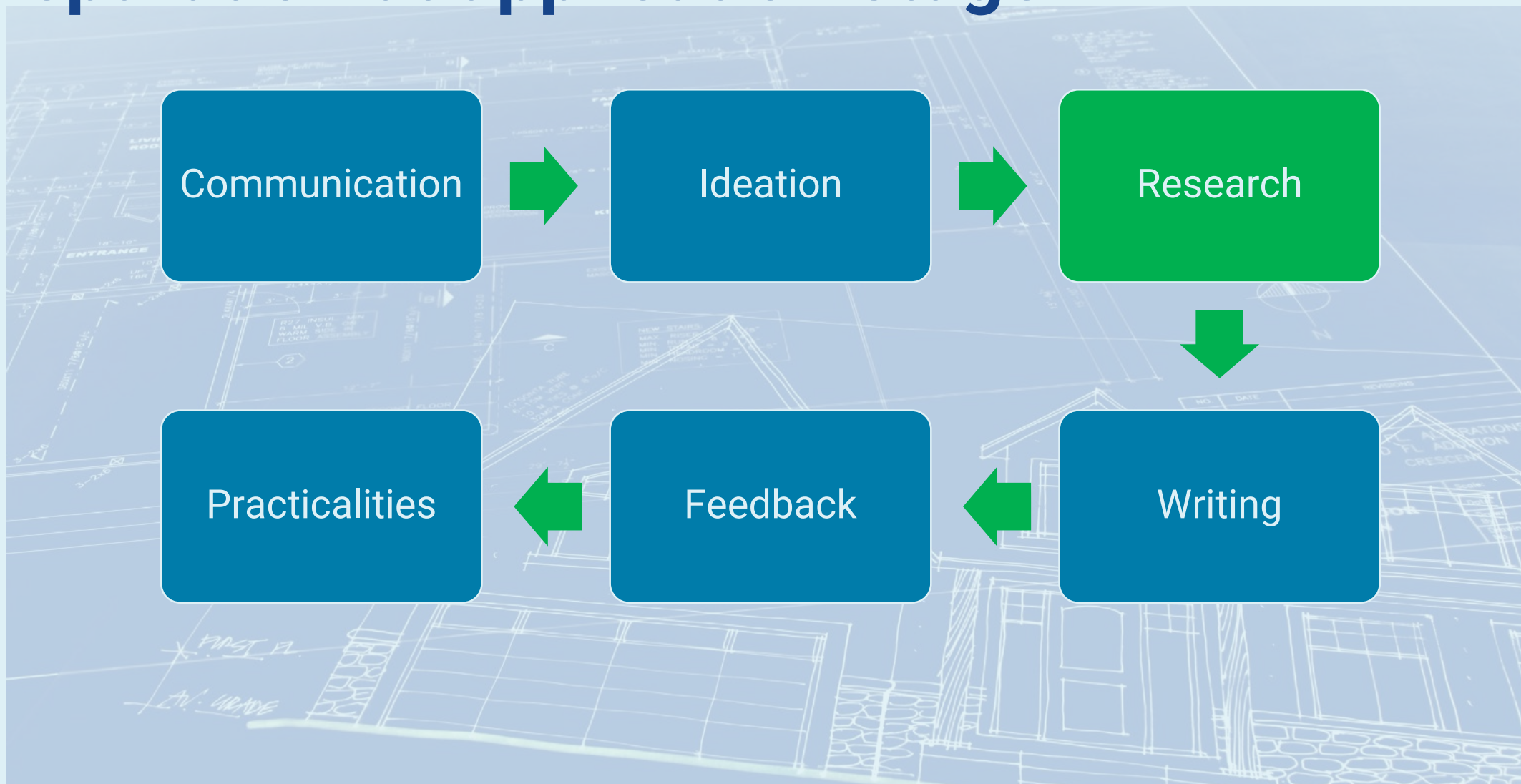


Preparation at application stage



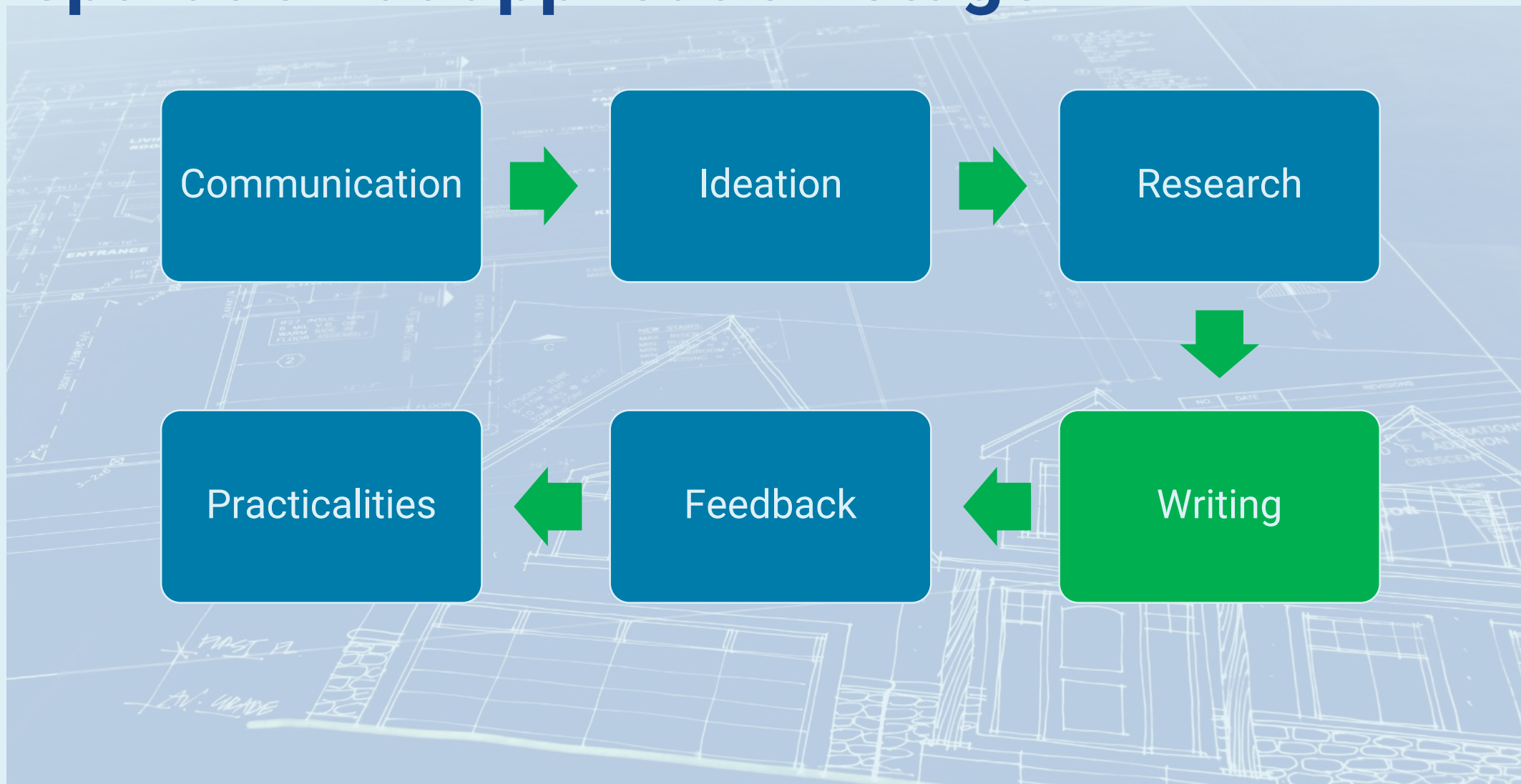


Preparation at application stage



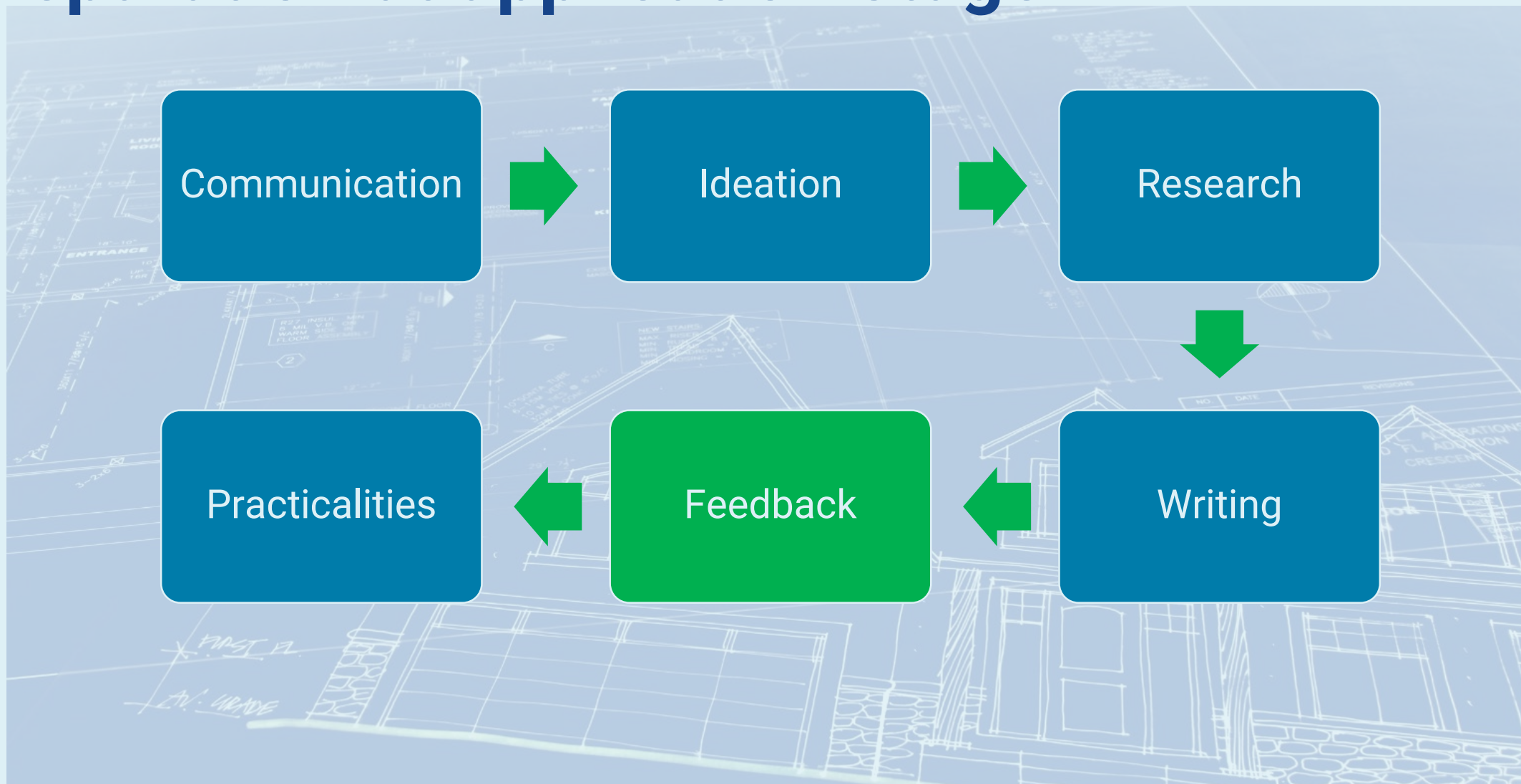


Preparation at application stage



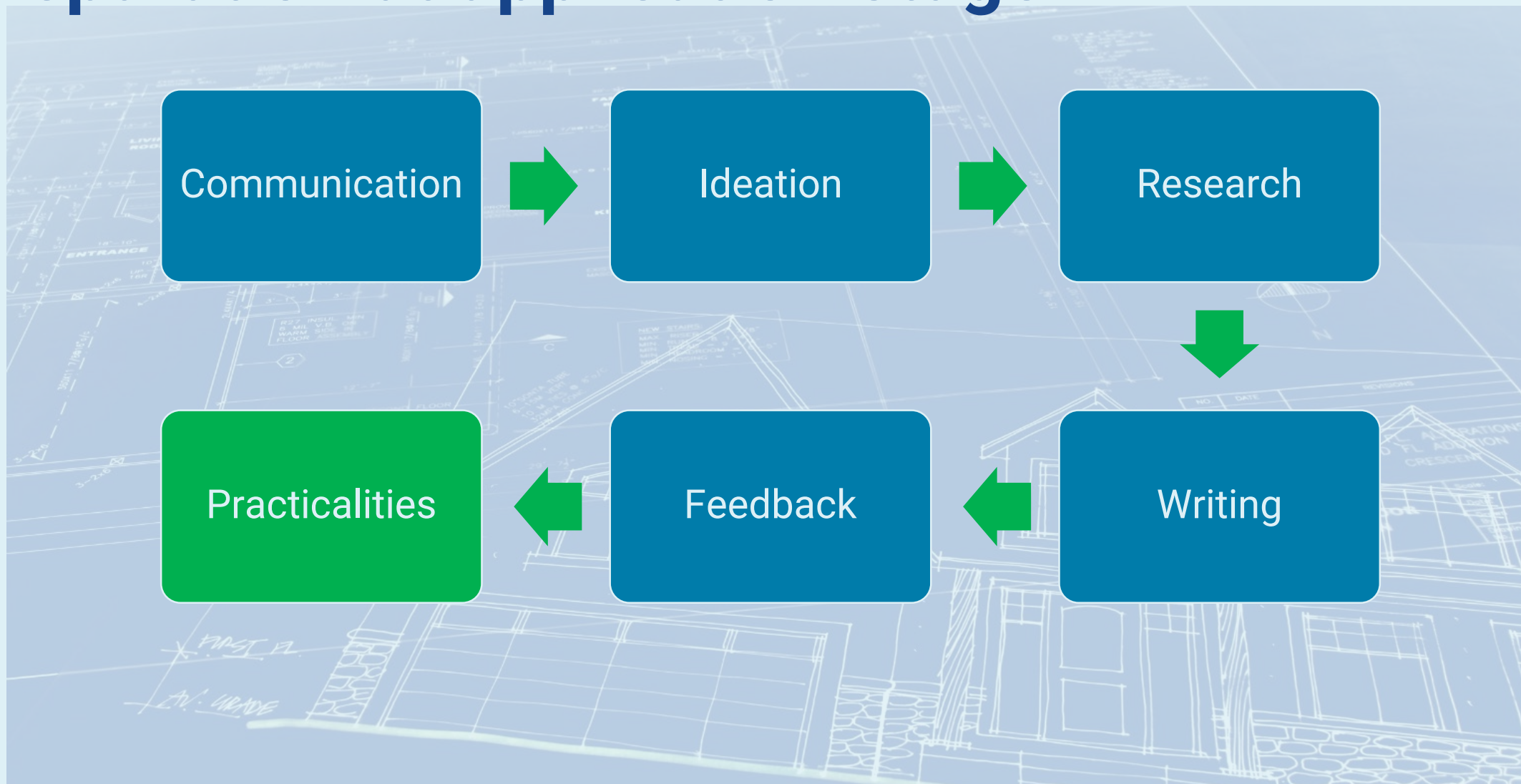


Preparation at application stage





Preparation at application stage





Administrative arrangements

Partnership
agreements

Staff contracts

Charter of
cooperation with
associated partners

Volunteering
agreements



Administrative arrangements

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Administrative arrangements

Partnership
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Staff contracts



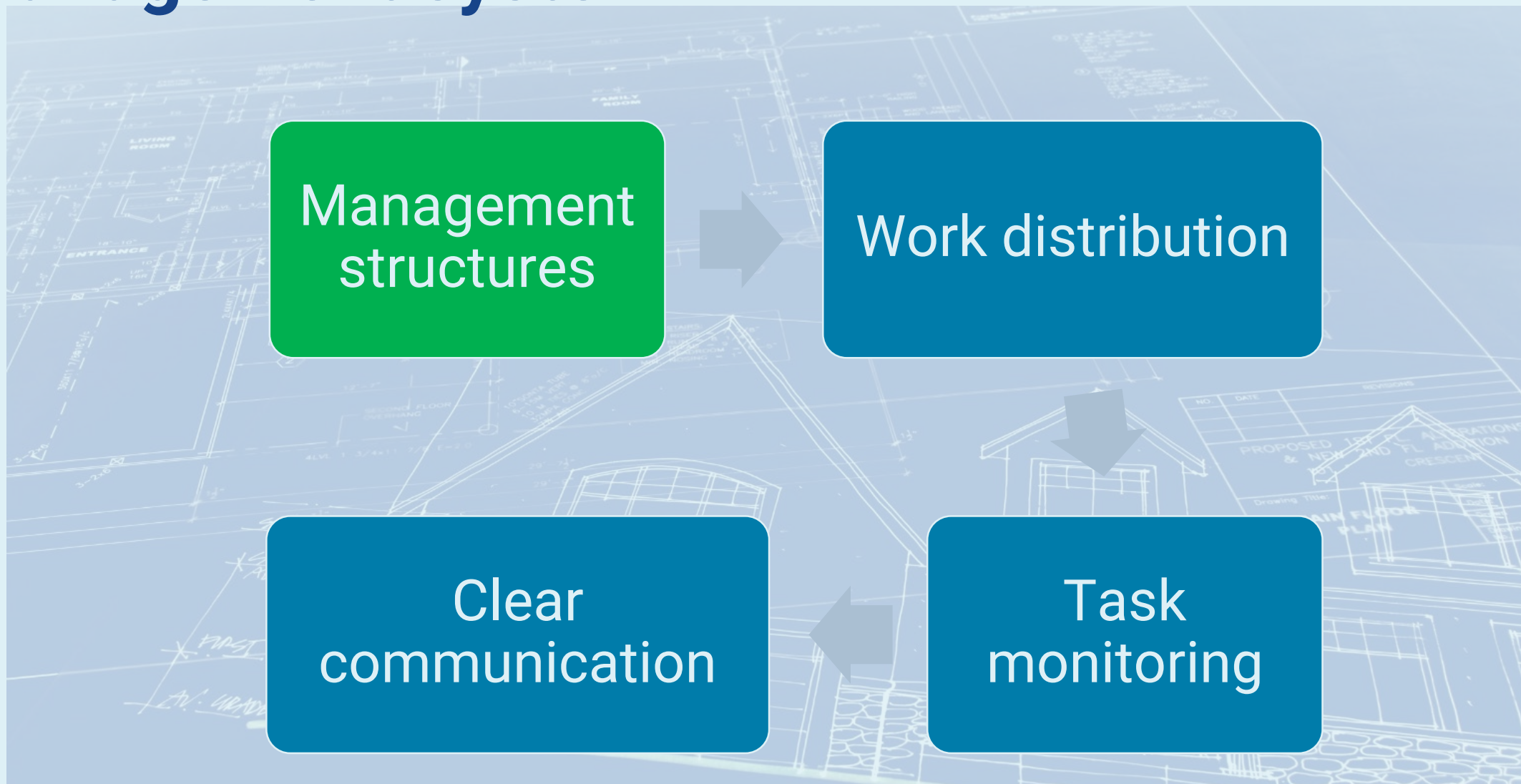
Charter of
cooperation with
associated partners



Volunteering
agreements

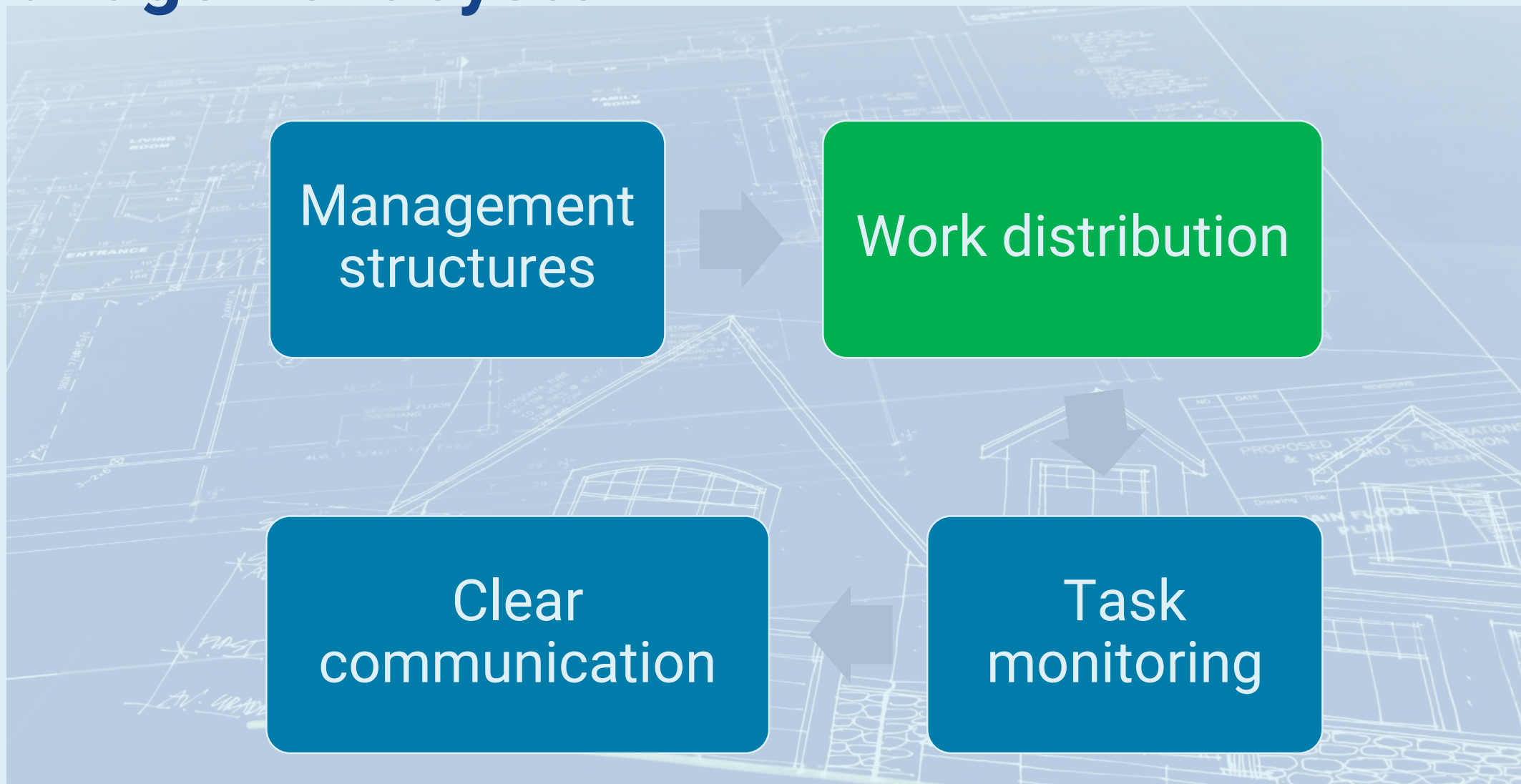


Management system



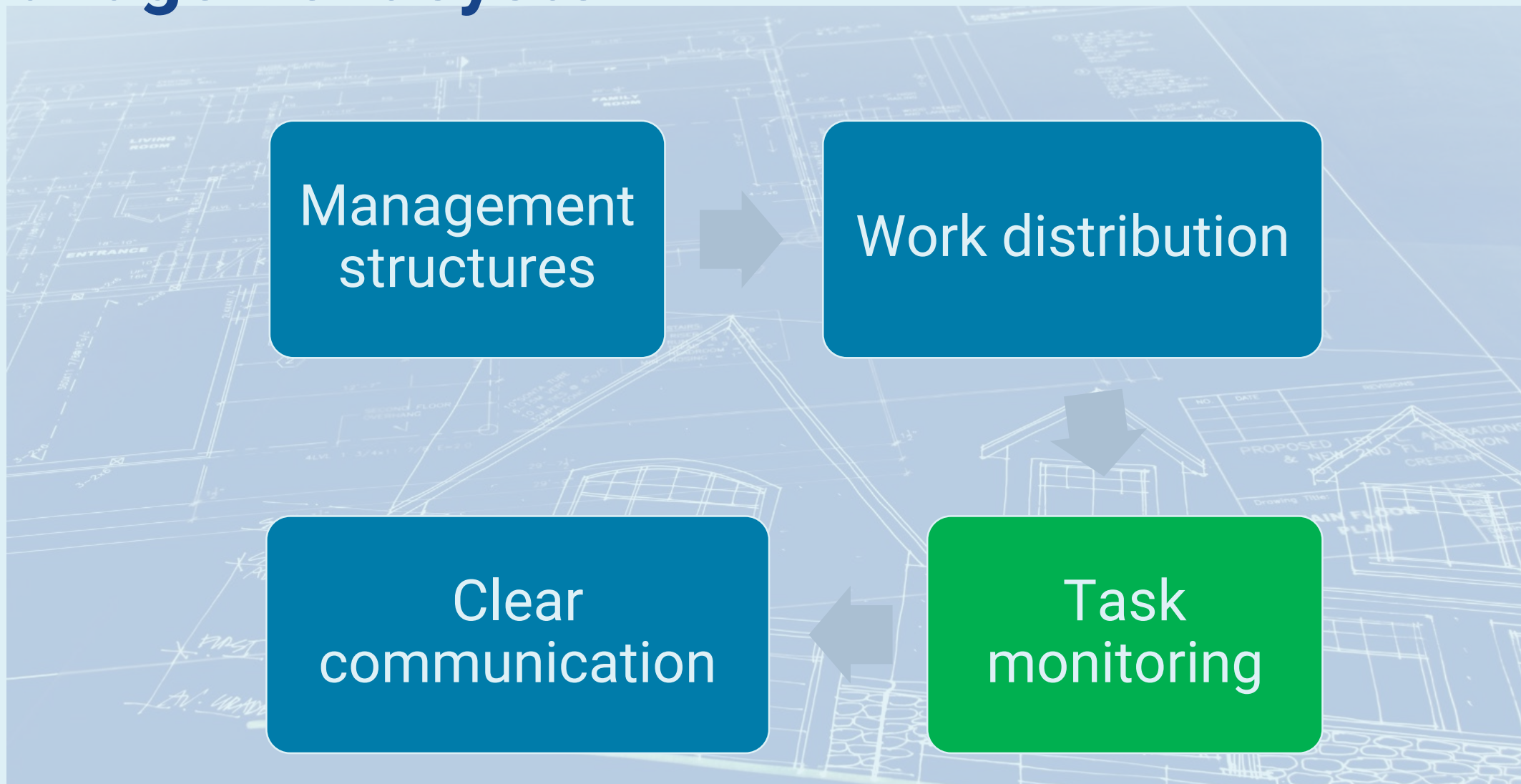


Management system



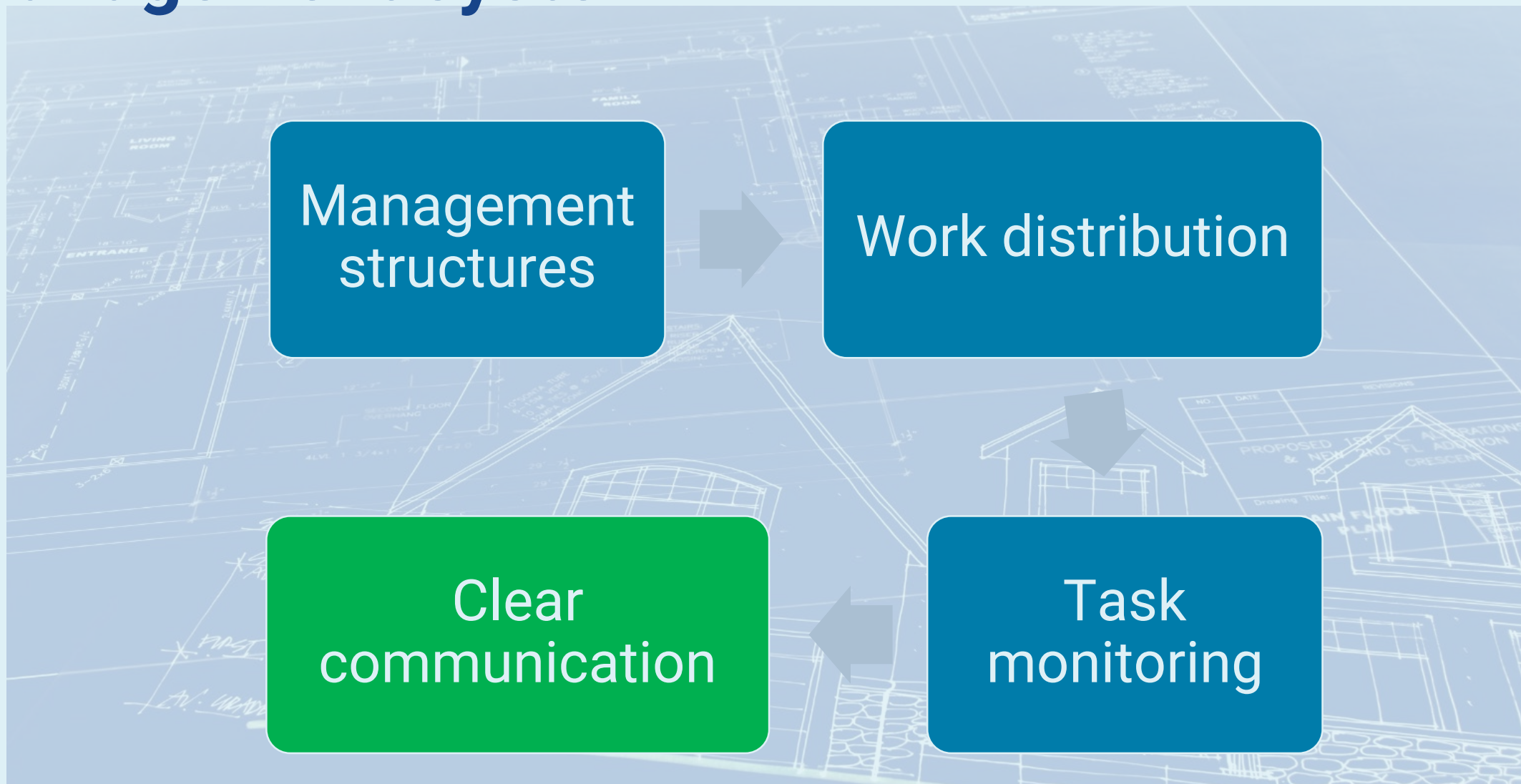


Management system





Management system

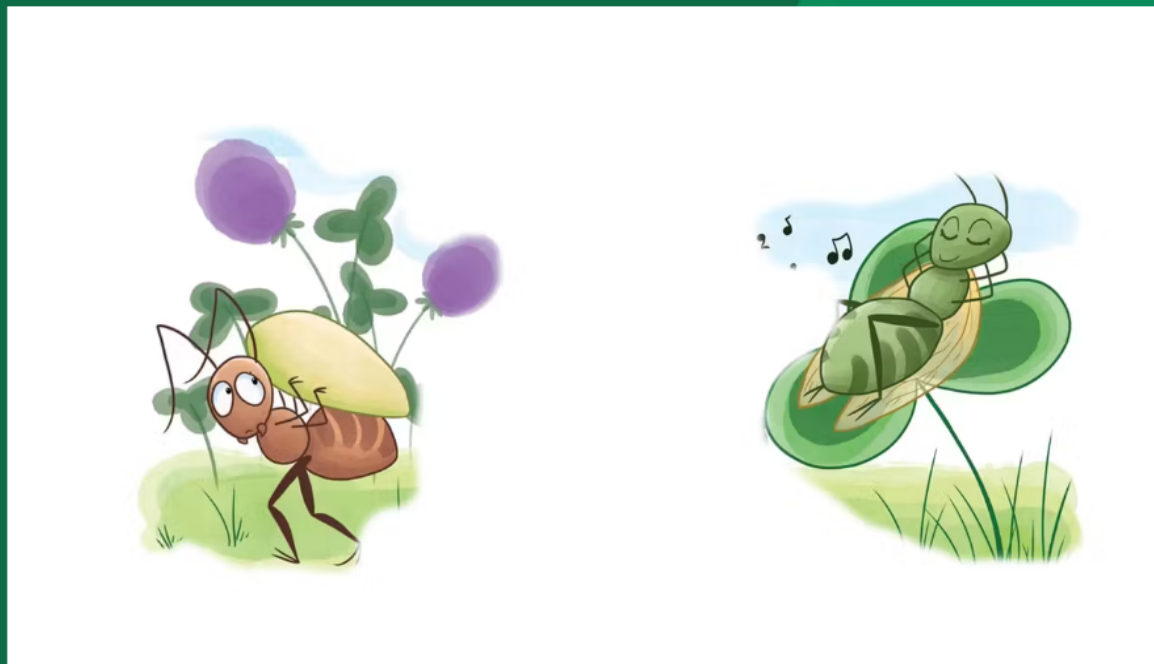




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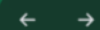


In the story of "The Ant and the Cicada", which one are you?really.



Responses are hidden

Press **H** to show responses





Group work 1

1. (10 min) Introduction to tools and relevant documents that can support the participants
2. (30 min) Each group works on one of the topics and presents a mind map of anything that can be covered by the topic
3. (20 min) The results are presented and then pinned to the wall



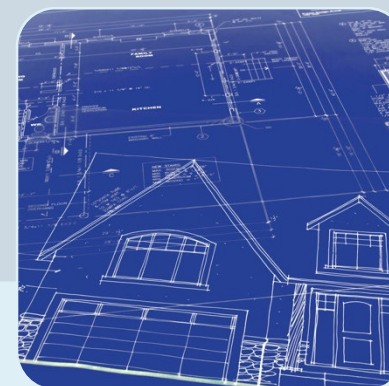
Organisations



Project Idea



Innovation



Preparation



Some help...



Think
Twice



Erasmus+
Results
Platform



European
Green
Deal



Your
exquisite
wit

... and more!



www.ThinkTwice.management



[about](#) [treasury](#) [stress test](#) [partners](#) [material](#) [news](#) [contact us](#)  

Stress Test of current practice leading to a personalised Learning Pathway





Group work 1 results – MIND MAPS



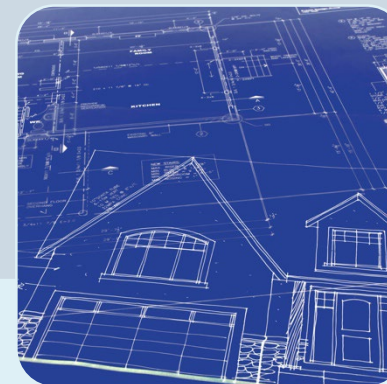
Organisations



Project Idea



Innovation



Preparation



Group work 2

1. (60 min) Using the outputs of Group Work 1, each group will generate an idea to work on and populate the four application sections taking into account the idea, the participating organisations and the chosen project format (KA1, KA210, KA 220...)
2. (30 min) The results are presented, highlighting the most interesting EcoSu elements
3. (30 min) Group discussion of challenges and identified solutions



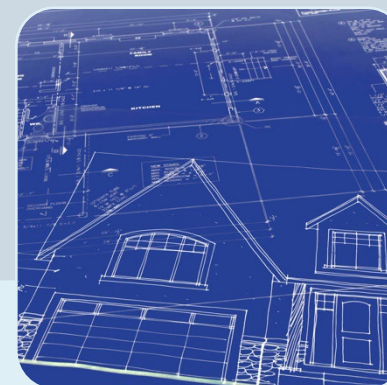
Organisations



Project Idea



Innovation



Preparation



Group work 2 results – EcoSu project ideas



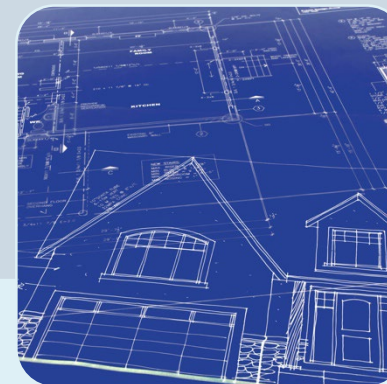
Organisations



Project Idea



Innovation



Preparation

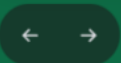


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Which challenges encountered during the exercise would you like to discuss?

0 responses



Day 3

Ecological and Sustainable Project Management in Erasmus+





Project Implementation



Working on quality and sustainability during the project lifetime





Erasmus+

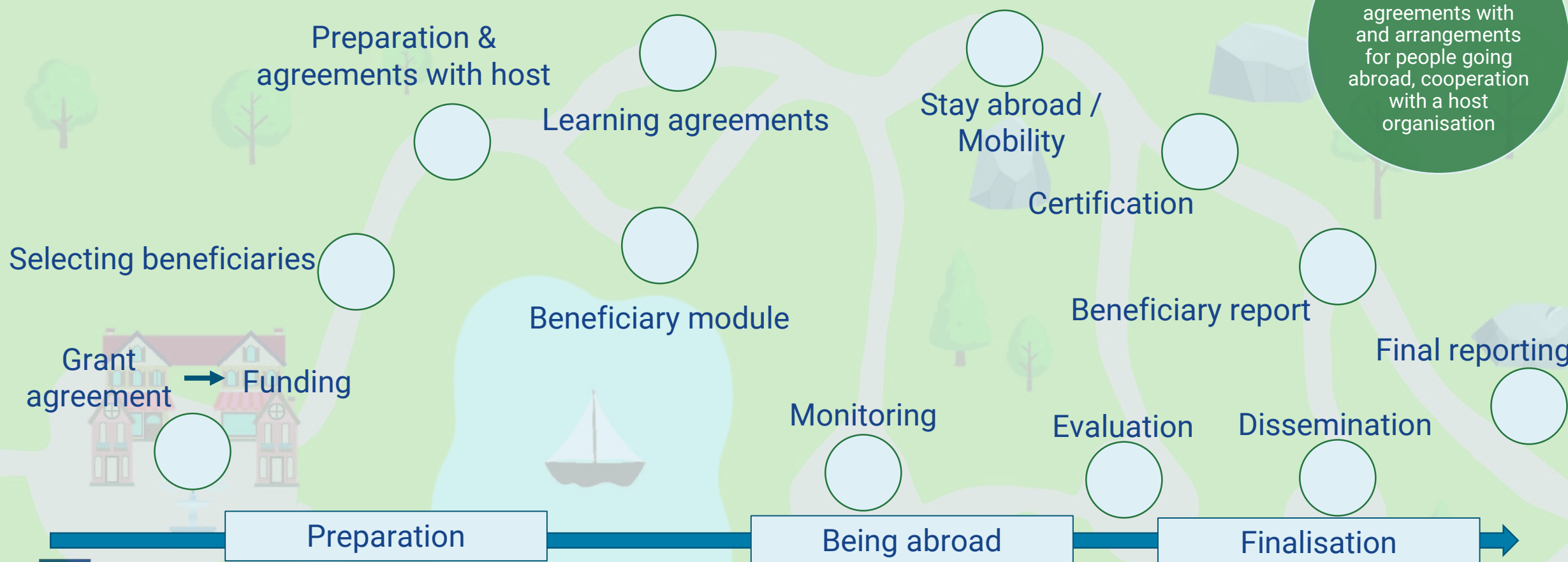




Implementing an Erasmus+ KA1 project



KA1:
Individual agreements with and arrangements for people going abroad, cooperation with a host organisation



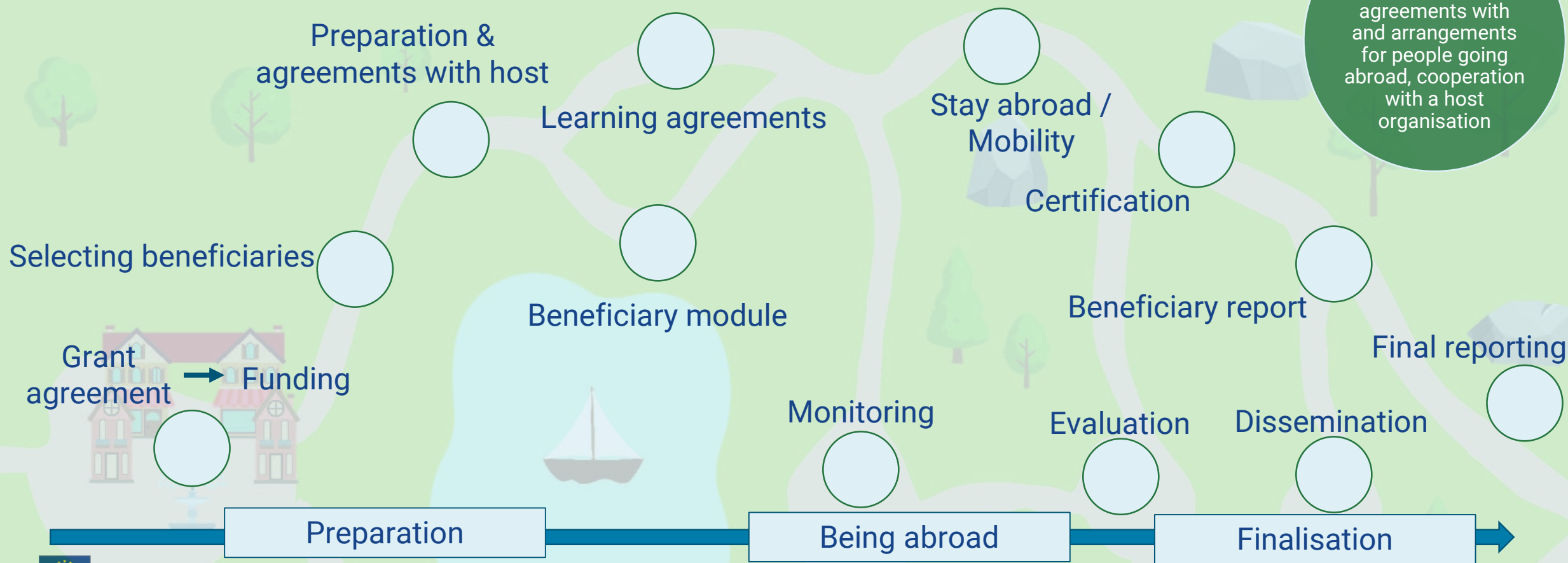


And where can we go green?

Menti:



KA1:
Individual agreements with and arrangements for people going abroad, cooperation with a host organisation

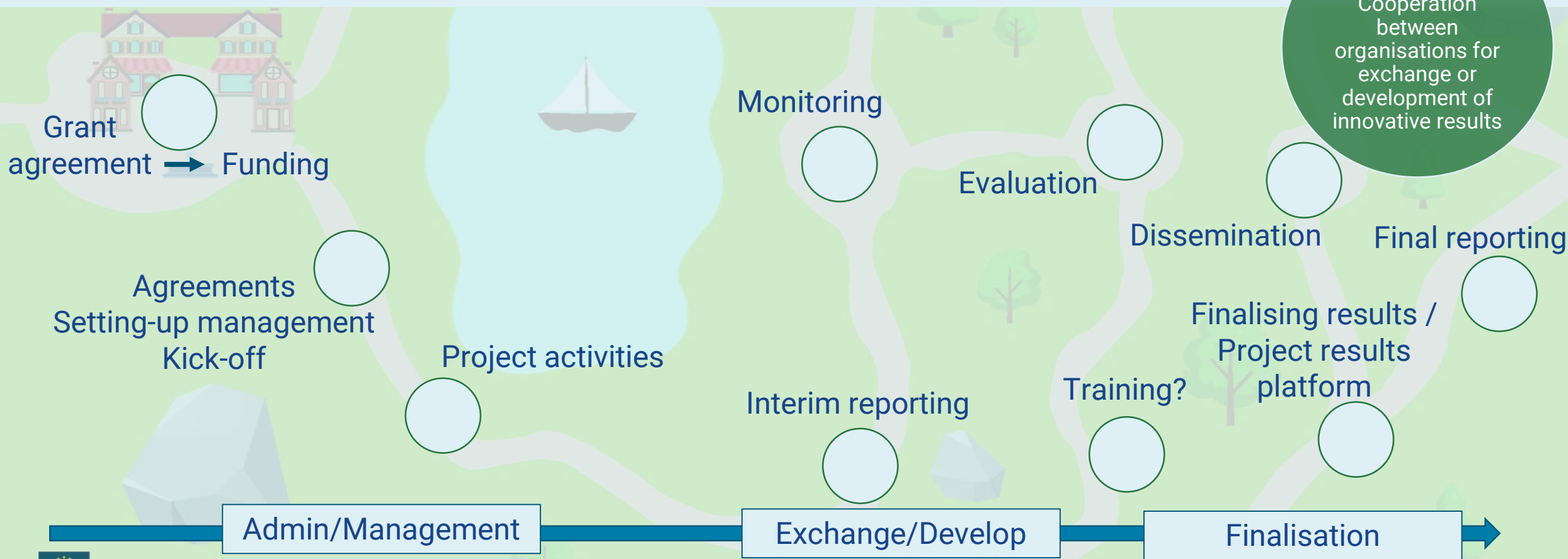




Implementing an Erasmus+ KA2 project



KA2:
Cooperation between organisations for exchange or development of innovative results



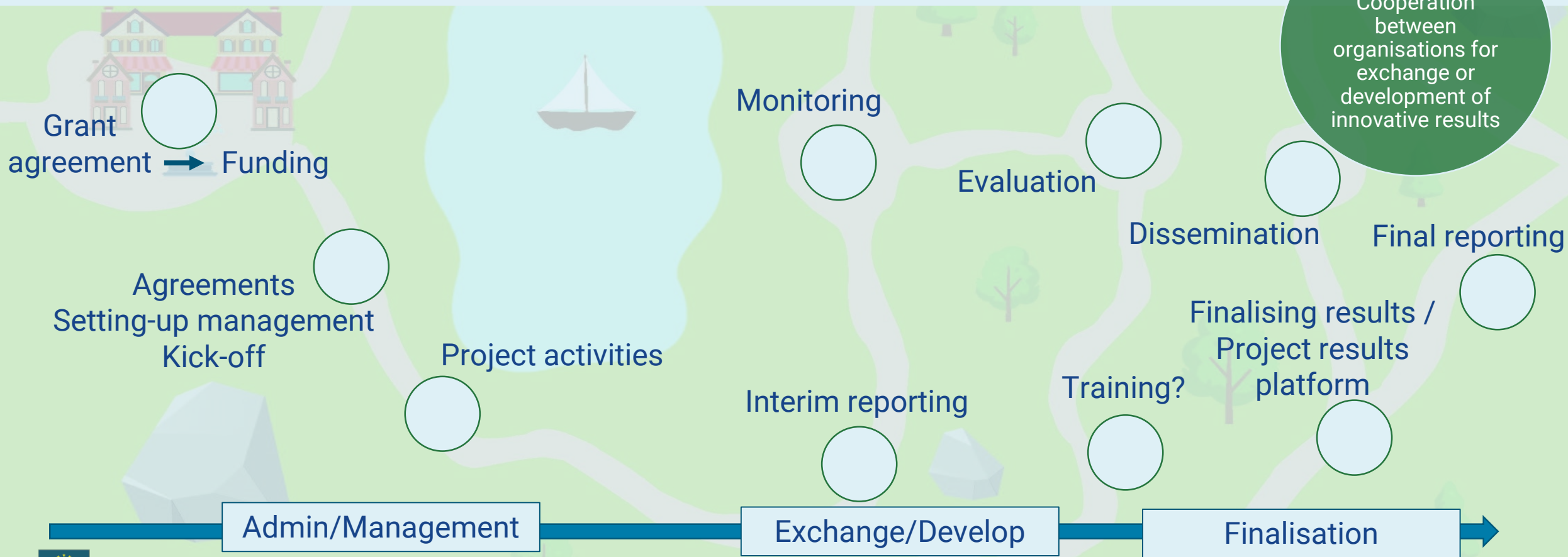


And where can we go green?



Menti: XXX

KA2:
Cooperation between organisations for exchange or development of innovative results





Looking for further inspiration?

<https://thinktwice.management/toolbox/>



Management



Implementation



Dissemination



Evaluation



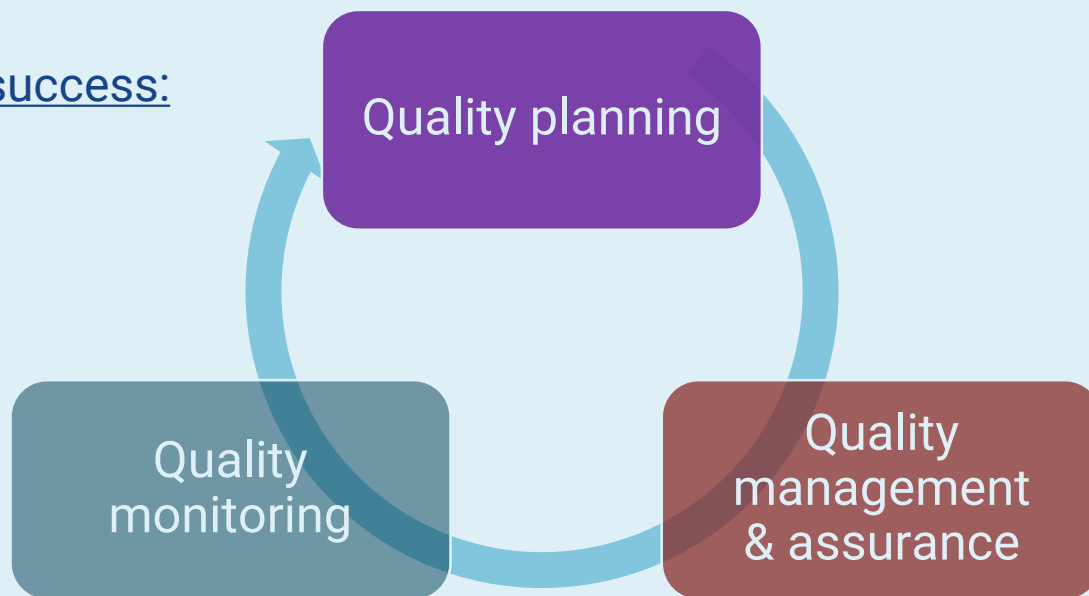
Welcome to the Curated Treasury of good practice in ecologically sustainable project management.



QA – Quality Assurance in Erasmus+ projects

Quality is the extent to which an object fulfils the requirements.

Three steps to success:



Sources

- E+ Programme guide
- Handbook on lump sum financial mechanism
- Project application
- E+ / Organisational Quality Standards

BUT: Distinguish between the quality of project content (e.g. project results) and the quality of project management (e.g. time and cost targets, compliance with predefined processes, ...).

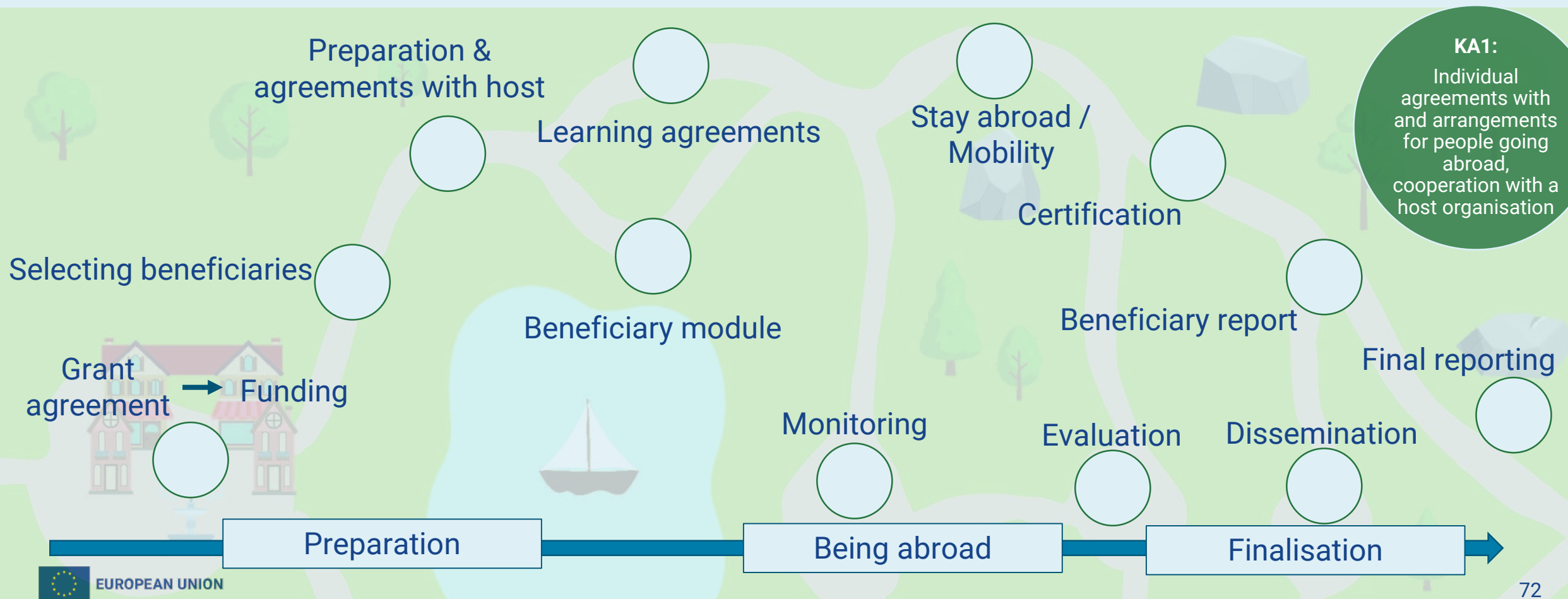


QA in Erasmus+ Project management

Elements to be considered for QA in project management:

Erasmus+

Enriching lives, opening minds.

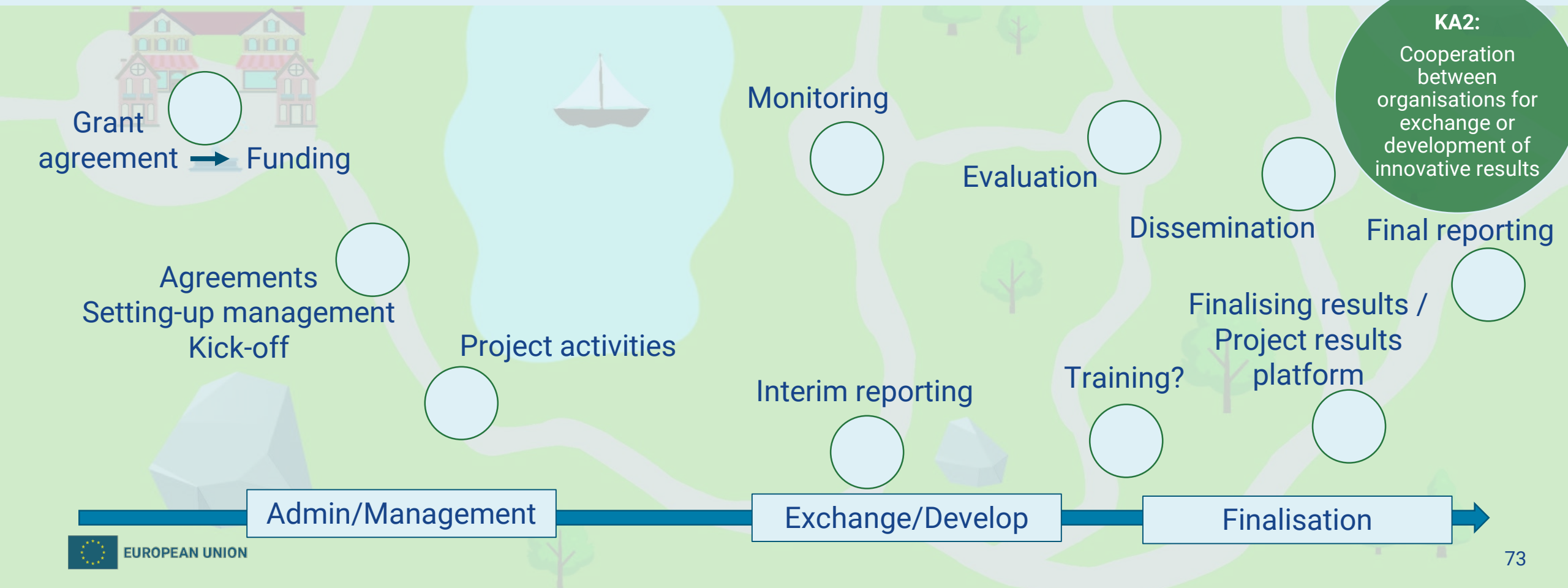




QA in Erasmus+ Project management

Elements to be considered for QA in project management:

Erasmus+
Enriching lives, opening minds.





QA in Erasmus+ Project management



QA elements in project management: (from a practical perspective)

Basic elements: e.g. transparency, comprehensible basis for decision-making, requirements of project partners, ...

KA1

- Standards in partner contracts,
- Standards in preparation for mobility activities (MA)
- Predefined standards & guidelines for mobilities
- Predefined standards for documentation of MA
- Predefined standards for monitoring of MA
- Dissemination & communication guidelines of MA (for participants, beneficiaries, partners, ...)
- ...

KA2

- Standards in partner contracts
- Consistent and sound division of tasks
- Meetings: agenda, invitation, protocol, evaluation
- Predefined & jointly agreed methods of collaboration
- Predefined & jointly agreed communication (rules)
- Predefined standards for monitoring collaboration
- Regularly meetings (online, in person)
- Coherent workplan consisting agreed milestones
- Clear dissemination & communication plan
- Reflexion of project / results and its impact
- Planned reworking process: objectives-results-indicators
- Cooperation on interim reports and final report
- ...



Erasmus+ Quality Standards in KA1

Basic principles

- Inclusion and diversity
- Environmental sustainability and responsibility
- Digital education – including virtual cooperation, virtual mobility and blended mobility
- Active participation in the network of Erasmus organisations

Sharing results and knowledge about the programme

- Within the organisation
- With other organisations and the public
- Publicly acknowledging European Union funding

<https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-vet-adults-schools>

<https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-youth>

Good management of mobility activities

- Core tasks - keeping ownership of the activities
- Integrating results of mobility activities in the organization
- Developing capacity
- Regular updates & Gathering feedback

Providing quality & support to participants

- Practical arrangements
- Health, safety, respect of applicable regulation,
- Selection of participants,
- Preparation,
- Monitoring and mentoring,
- Support during the activity,
- Linguistic support,
- Definition, Evaluation and Recognition of learning outcomes



Let's start our sustainable Erasmus journey
Group work



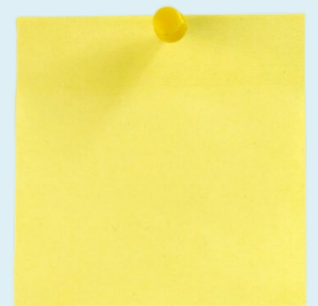
A look behind the words – let's collect

Associate your own knowledge and ideas with the relevant terms of the following sentence:

How can we assure **quality** and environmental **sustainability** in the different phases of project implementation?

Please write on sticky notes of the corresponding colour and add to any phase of project implementation, for:

- KA1: Preparation, Being abroad, Finalisation
- KA2: Admin/Management, Exchange/Development, Finalisation





Wishes and obstacles

Let's review our ideas, discuss in small groups for KA1 and KA2:

- Your idea: Briefly present it to your group members
- Why do you think it is useful?
- What do you want to achieve?
- What hinders you? Are there obstacles to implement it?

Bring your ideas in an order, considering:

- It has a high impact – it has a lower impact
- It is easy to implement – it takes time or is complicated



Reflexion of Working Block Wishes & Obstacles

Prepare your KA1/KA2 wall paper with sticky notes and reflect aspects for **quality** and environmental **sustainability**.

➤ Your Presentation





How can we deal with risks

Group work





Introduction: Sustainable project management at a glance





Introducing Risk Management

Prepare a risk management plan:

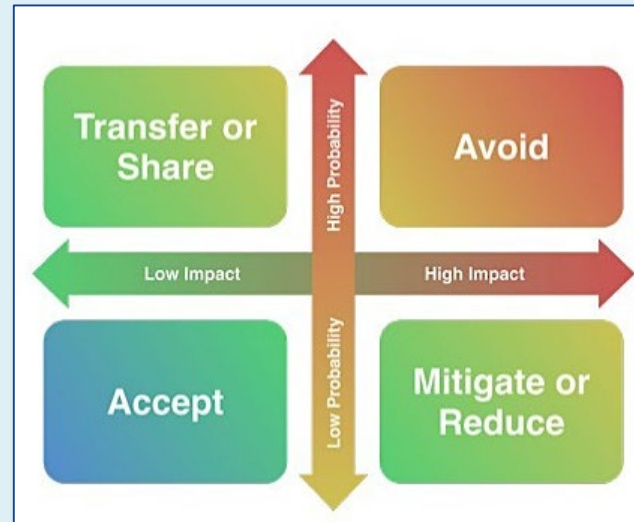
- Identify & consider risks (partner, time, e...)

Risk mitigation:

- be a prepper ...

Group work:

- act as a prepper ...



Example risk management plan



Reflexion of Working Block Risk Management

Prepare a risk management plan for your KA1/KA2 project.

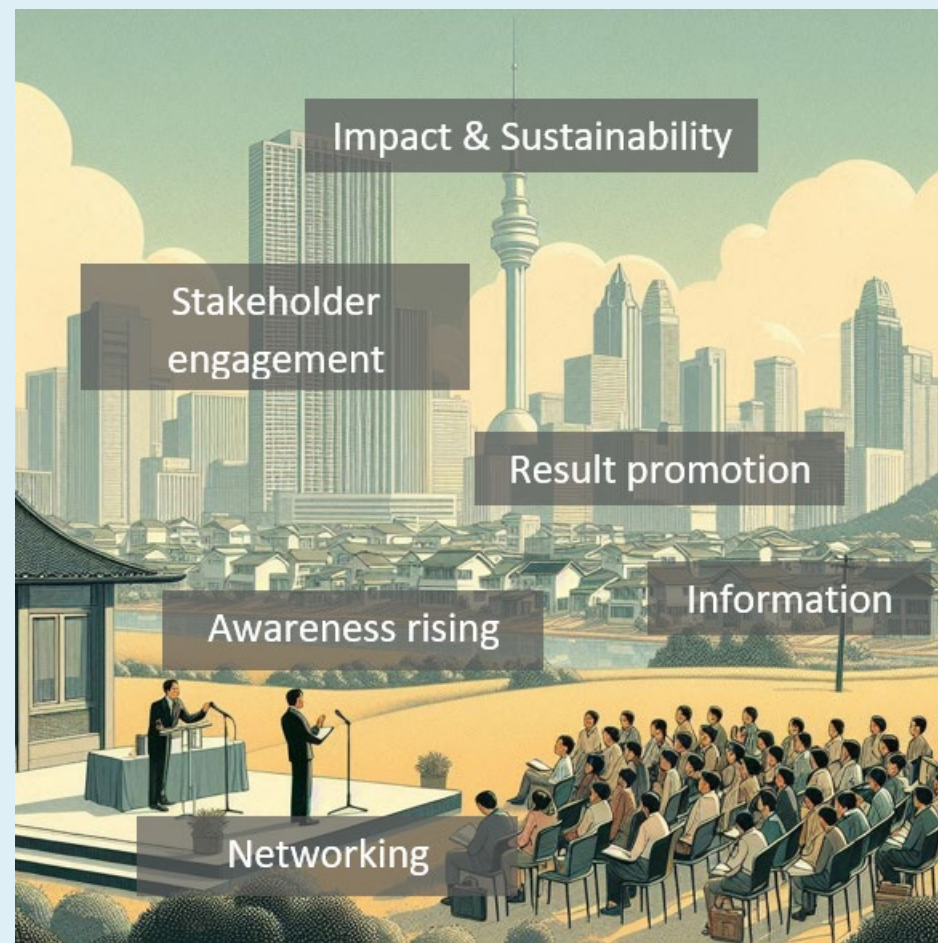
➤ Your Presentation





Project Dissemination

A journey to successful project communication, dissemination and exploitation

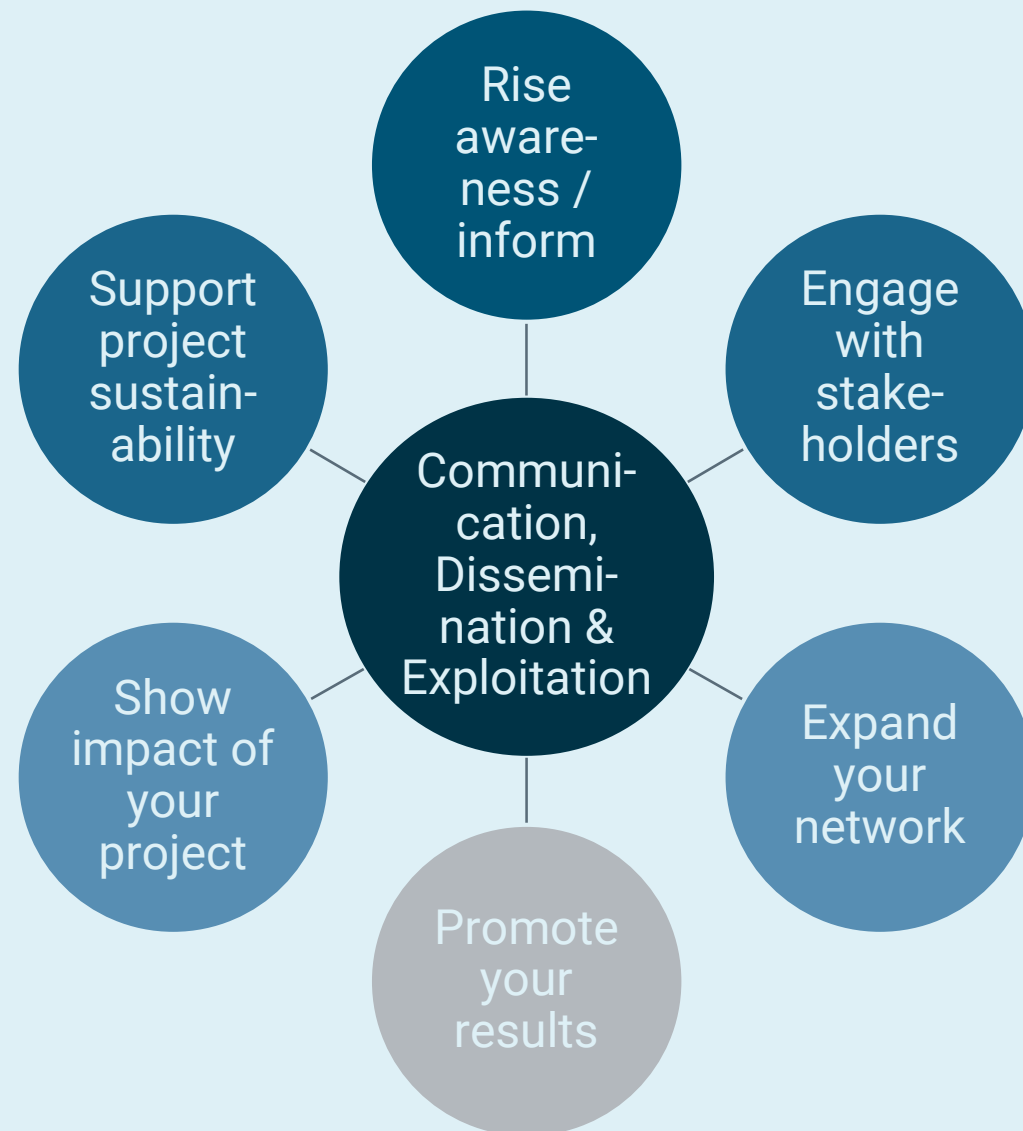




What is it about?

Spreading information about the project and its results to the **target audience** and other relevant **stakeholders** via determined **channels** using planned **strategies**.

- Communication: Inform about project and results
- Dissemination: Make results available
- Exploitation: Support making use of results





Towards successful project dissemination

Write your travel guide:
Communication strategy





Towards successful project dissemination

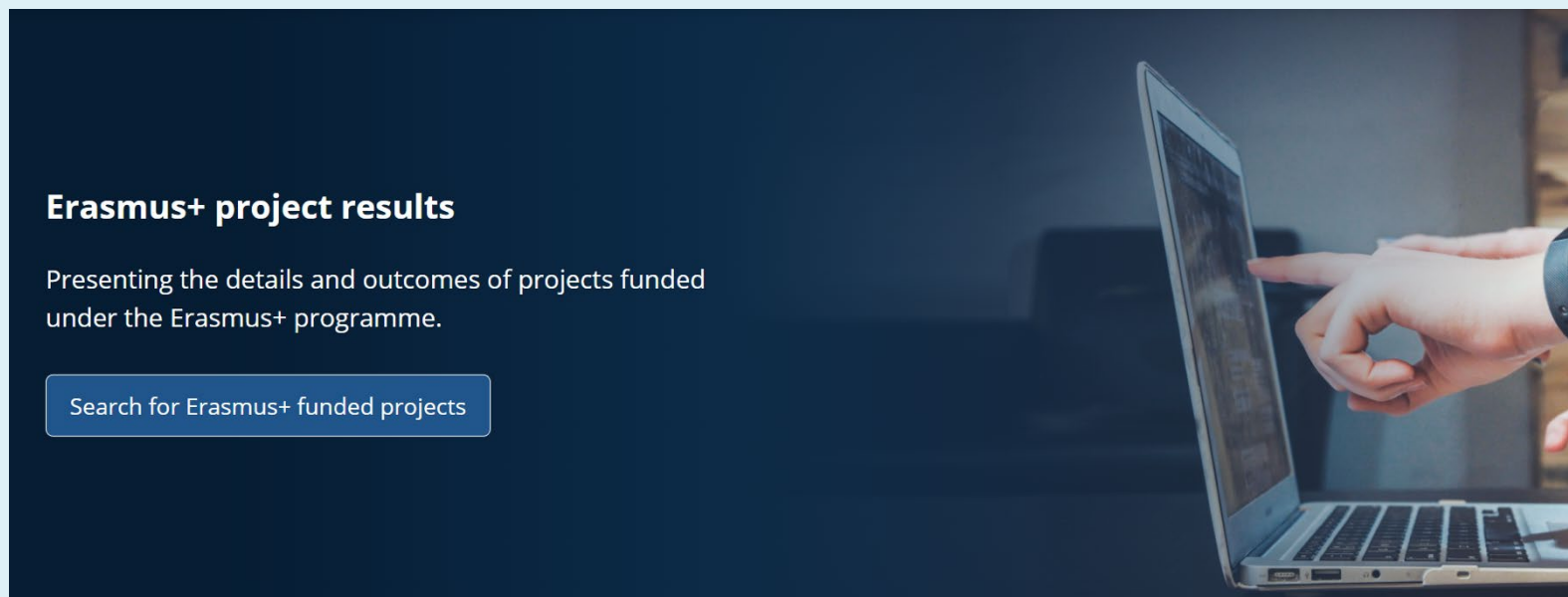
Write your travel guide: **Communication strategy**



Scope	Local/ regional	National	Inter.- national	Own organisatio n	Target group	Stake- holders	System level
Aim	Input for result	Awareness rising	Awareness rising	Support for implemen- tation	Intensive testing	Supporting impact	Assuring sustain- ability
Activity	Personal meetings	National event / fair	Social media	Intranet, team meeting	Partici- pation in course	Partici- pation multiplier event	Meeting with authorities
Indicators (quantitative & qualitative)	Number, feedback given	Visitors, interest	Number, reactions	Number, participa- tion in activities	Number, Knowledge gained	Number, Recom- mendation	Inclusion in curriculum



PRP – Project Results Platform



- <http://ec.europa.eu/programmes/erasmus-plus/projects/>
- Access with EU Login
- Update **BEFORE** you submit the final report in the Beneficiary Module: supply all documents and projects results (internal and external)

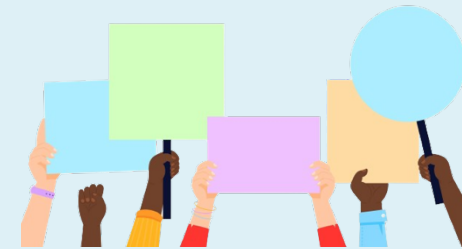


Don't forget from the beginning Consider European values & the four Erasmus+ Priorities

Inclusion & Diversity



Participation in democratic life



Digital transformation

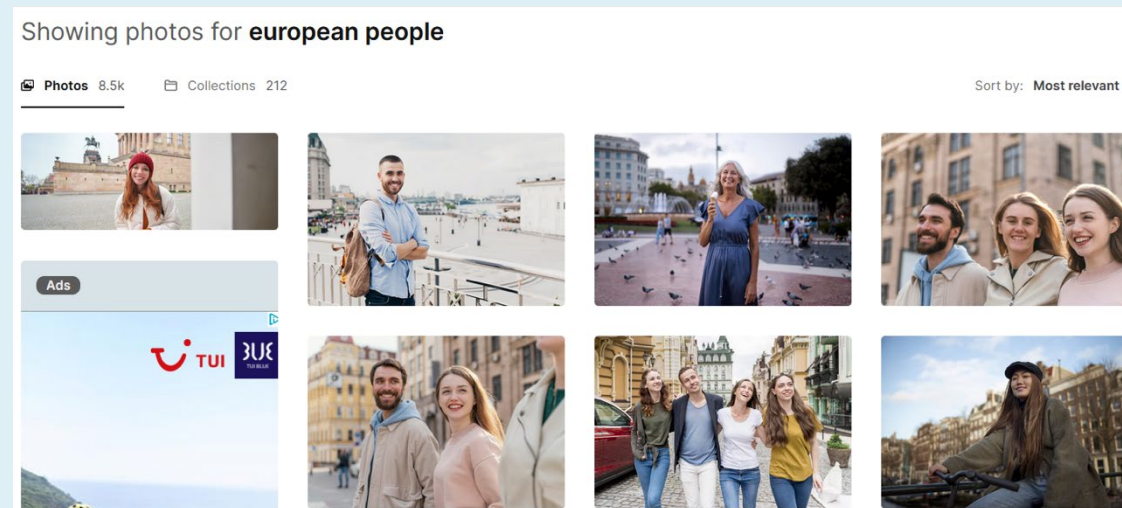
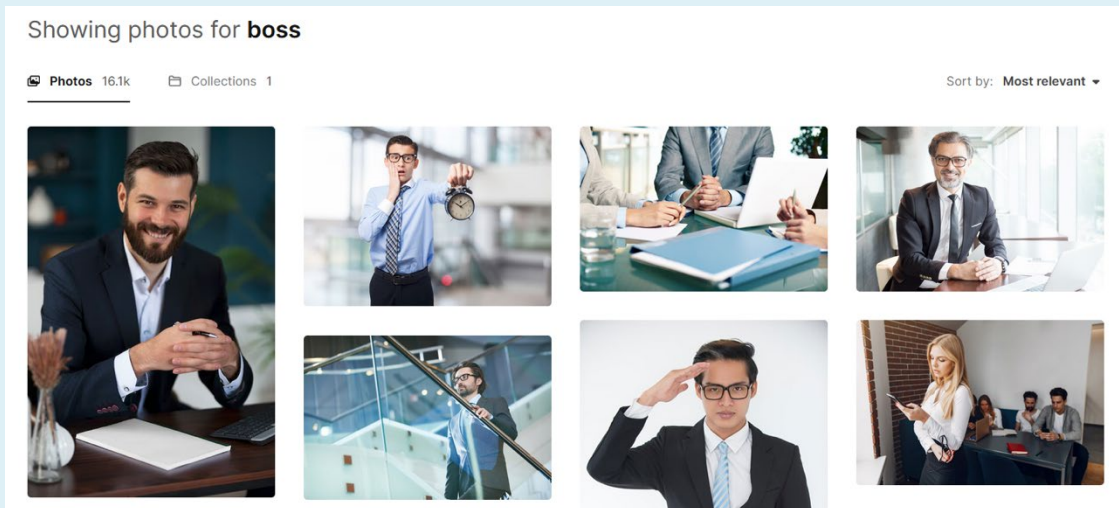


Environment and fight against climate change





Let's talk about inclusion in dissemination



manpower
master bedroom
blacklist - whitelist
disabled person



Inclusion in Dissemination



- Web accessibility
 - Colours and contrast
 - Descriptive texts for pictures and graphics
 - Avoid flashing lights

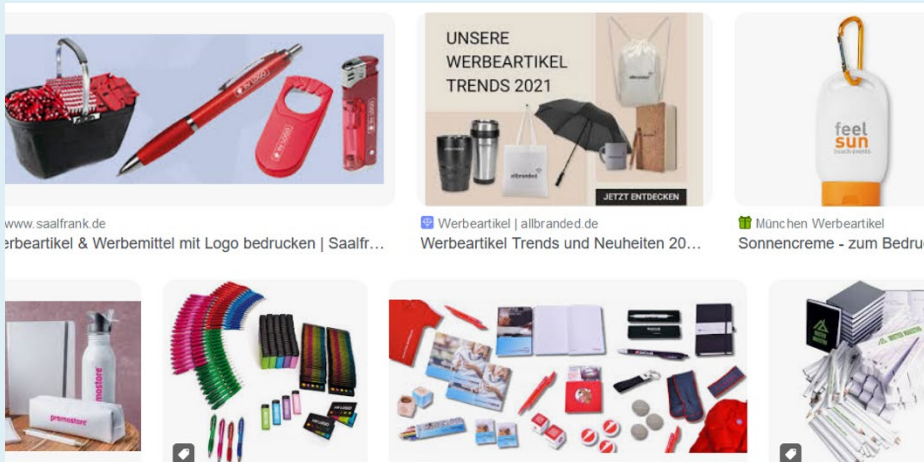
https://commission.europa.eu/resources-partners/europa-web-guide/design-content-and-development/accessibility/what-accessibility_en

- Consider accessibility at events, trainings...





Let's go green



SIZING UP THE INTERNET'S CARBON EMISSIONS

CARBON FOOTPRINT



4 BILLION+

Over 4 billion people are active internet users.

3.7%

The carbon footprint of our gadgets, the internet and the systems supporting them accounts for 3.7% of global greenhouse emissions, similar to the airline industry. These emissions are predicted to double by 2025.¹

NO.3

Global IT sector electricity demand ranks behind only two countries in the world – China and the US.²

<https://www.climateimpact.com/news-insights/insights/infographic-carbon-footprint-internet/>



Sustainability in Dissemination



» Multipliers



» Physical aspects



» Digital

»

Green Suppliers Database



»

Spring-clean your photograph folder



»

Prefer “green” servers for websites, e-mail, etc



»

Use your digital marketing in a greener way



»

Local networks against food waste



»

Synergy in grouping websites under one platform



»

Carbon neutral website: the case of VW Canada



»

Ecological sustainability of online multiplier events compared to physical events



»

Sustainable catering



»

Sustainable event management



»

Upcycled marketing items



<https://thinktwice.management/toolbox/>



Let's work

Group work - Prepare a dissemination plan for an example project:

- **Green-School:** Fostering environmental responsibility among students and staff, encouraging them to adopt sustainable habits and reduce the overall ecological footprint of the school community.
- **VALU-ABLE:** Educate students about the core principles and values of Europe, such as democracy, human rights, and cultural diversity, fostering a sense of European identity and promoting civic engagement among young people.
- **EDU-TECH:** Integrate digital technologies into teaching and learning processes to enhance educational outcomes, improve access to resources, and prepare students for a technology-driven world.
- **INCLU_CATION:** Create educational environments that accommodate diverse student needs, ensuring equitable access to learning opportunities and promoting the full participation and academic success



Let's work

Group work: Prepare a dissemination plan for an example project

Scope / level	What for / purpose?	To whom / target group	What? Content	How? Method	When? Timing	Who?	Measure impact
Regional level	Strengthening green competences	Educational authorities, further training organisations	Training course	Presentation at event	During the implementation of R2	Project Manager	Nr. of participants, Expressions of interest, feedback, follow-up



Reflexion of Working Block Dissemination

Prepare a dissemination plan for an example project.

➤ Your Presentation



Day 4

Ecological and Sustainable Project Management in Erasmus+





PERSONAL DATA PROTECTION

Safeguarding personal information

Michal Osmenda





WHAT IS PERSONAL DATA?

- **Identification details** - Any information that can directly identify an individual, such as name, address, email, phone number.
- **Digital Footprint** - Online data that can indirectly identify an individual, like IP addresses, browsing history, and device identifiers.
- **Sensitive Information** - Personal data revealing racial or ethnic origin, political opinions, religious beliefs, biometric data, or health information.





Legal framework

- Regulation (EU) 2016/679 – GDPR - on the protection of natural persons regarding the processing of personal data and on the free movement of such data
- Regulation (EU) 2018/1725 – EUDPR - on the protection of natural persons regarding the processing of personal data by the **Union institutions, bodies, offices and agencies** and on the free movement of such data





Main roles

- **Data subject** - the individual whose personal data is being processed; equipped with rights
- **Data controller** - the entity that determines the purposes and means of processing personal data; has obligations towards data subjects
- **Data processor** - the entity that processes data on behalf of the controller; has obligations towards the data controller



DATA PROTECTION PRINCIPLES

Storage limitation

Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary.

Integrity and confidentiality

Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Accountability

The controller must be responsible for, and be able to demonstrate compliance with, the data protection principles.

Lawfulness, fairness, and transparency

Personal data must be processed lawfully, fairly, and in a transparent manner in relation to the data subject.

Purpose limitation

The collection of personal data must have clear, predetermined, and lawful objectives.

Data minimisation

Personal data processed must be adequate, relevant, and limited to what is necessary.

Accuracy

Accurate data is vital; correct inaccuracies promptly.



QUESTIONS TO ASK YOURSELF

- WHY
- FOR WHAT PURPOSE
- WHAT
- HOW LONG
- BY WHOM





DATA SUBJECT RIGHTS

- **Right to be informed**

Individuals have the right to be informed about the collection and use of their personal data.

- **Right of access**

Individuals have the right to access and obtain a copy of their personal data held by organisations.

- **Right to rectification**

Individuals have the right to correct inaccurate or incomplete personal data.

- **Right to erasure**

Individuals have the right to request the deletion of their personal data, this is also known as the 'right to be forgotten'.

- **Right to restrict processing**

Individuals have the right to restrict the processing of their personal data in certain circumstances.

- **Right to data portability**

Individuals have the right to receive their personal data in a structured, commonly used, and machine-readable format.

- **Right to object**

Individuals have the right to object to the processing of their personal data for specific purposes.



SPECIAL CONSIDERATIONS

1.Special categories of personal data - data revealing race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric and health data, data concerning a natural person's sex life or sexual orientation (Art. 9 of GDPR, Art. 10 of EUDPR) - national laws may introduce further conditions and limitations (Art.9(4) of GDPR)

2.Age of consent (above which parental approval for processing of personal data is not required) - 16 years but can go as low as 13 years old, if national law permits it (Art.8(1) of GDPR); Organisations must make reasonable efforts to verify that consent is given or authorised by the parent or guardian

a. EU institutions - 13 years old (Art.8 of EUDPR)



SPECIAL CONSIDERATIONS

3.Data Protection Impact Assessment (DPIA) is required in case processing carries out high risk to rights and freedoms of data subjects (Art.35 of GDPR, Art.39 of EUDPR)

4.Transfers to third countries or international organisations - transfer of data to countries other than EU/EEA and those not listed in the EC adequacy decisions list is generally forbidden, unless specific rules are fulfilled (Chapter V of GDPR/EUDPR)



DATA PROCESSING LIFECYCLE



Collecting
personal data.

Securely storing
collected personal
data in databases,
cloud storage, or
other appropriate
systems.

Utilising
personal data
for specific
purposes.

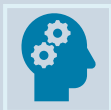
Disclose
personal data
only with
consent and
necessity.

Retaining personal
data for legal or
regulatory
requirements,
following data
retention policies
and procedures.

Properly dispose
of personal data
after retention
period ends.



IMPLEMENTING DATA PROTECTION



Think about data processing approach Role, purpose, means, security



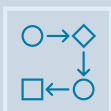
Implement technical and organisational measures

Deploy appropriate security controls and processes to safeguard personal data.



Maintain records of processing activities

Document the purposes, types of data, and other details of data processing operations.



Follow the process

Collect, safeguard, process, archive, dispose



POOR DATA PROTECTION

Data breaches

Unauthorised access to sensitive information leading to exposure and misuse.

Identity theft

Stolen personal data used for fraudulent activities, damaging credit and reputation.

Financial loss

Costly fines, lawsuits, and expenses from data breach recovery efforts.

Damage to reputation

Loss of customer trust and brand value, impacting business growth and success.

Legal penalties

Severe regulatory fines and potential criminal charges for non-compliance with data protection laws.



Key factor: risk

- Data protection regulations mandate a focus on risk reduction.
- Risk reduction applies to both data subjects and data controllers/processors.
- Risk management is essential in designing data processing activities.
- Every step in the process should maximise efforts to minimise risk.





IN ERASMUS+

you may become

data subject

- you're an applicant, mobility participant, expert, partner contact person, legal representative
- your data will be processed by others (EC, National Agency)
- you have a right to know how and for what purpose (application, project, mobility data)
- you want to know how long it will be processed (1 year, 5 years, 10 years)
- be aware of your rights as well as limitations of those rights (right to be forgotten is not absolute and may be limited by the rules protecting budget of the EU)

data controller

- you need to design the processing (purpose, actors, transfers, retention period, security)
- Your processing must have solid legal basis (relevant laws and regulations, consent or legitimate interest)
- you need to document everything (description of processing activities, categories of data and data subjects)
- you choose your processors/partners wisely
- you respect the rights of the data subjects (but the are boundaries too!)
- you are transparent to all parties (data subjects, processors, authorities)

data processor

- you're a beneficiary and you process personal data in line with the Erasmus+ privacy statement
- process personal data in the way defined in a contract (GA) or become a controller yourself (Art.29 of EUDPR)
- document your processing (use templates)
- know what to do at the end of the retention period (return or delete the data)
- Have sound policies in case of data breach situations
- Know your responsibilities towards the data subjects

What's in it for me? Lessons learned





Sustainability – practice of meeting the needs of the present without compromising the ability of future generations to meet their own needs



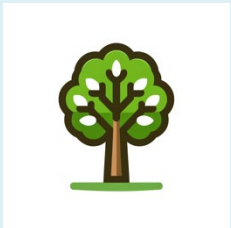
Environmental Sustainability – Ensuring that natural resources are used responsibly and preserved for future generations.



Economic Sustainability – Promoting economic growth and development that does not deplete natural resources or cause severe ecological damage



Social Sustainability – Ensuring that all members of society have their basic needs met and can live healthy, productive lives.



Environmental Sustainability – Ensuring that natural resources are used responsibly and preserved for future generations preserved for future generations.

Reduce amount of data being used/transferred/stored – positive impact on amount of energy and resources used by data centres, network devices, your company, organisation, household

Rethink categories of personal data processed – with sensitive data comes greater responsibility and greater cost of maintaining it

Create simple processes – less complications leads to faster processing and less resources used

Be transparent towards data subjects, processors and authorities – reduction in requests from data subject, clarifications from the contractors and authorities with clearly written privacy policy, reduced risk in data processing and categories of personal data



Economic Sustainability – Promoting economic growth and development that does not deplete natural resources or cause severe ecological damage

Transparent and simple data processing builds trust – data protection should enhance security and confidence, not create administrative burdens. Simple processes attract, while complex ones deter data subjects and partners.

Storing data costs money and excessive data collection wastes users' time – why collect more than you need?

Avoid penalties by correctly applying data protection principles and safeguarding your Erasmus+ project from careless data handling.

Reduce risks with clear, secure, and transparent data processing.

Create and document policies for data protection to ensure operational continuity and ease during audits.



Social Sustainability – Ensuring that all members of society have their basic needs met and can live healthy, productive lives.

Building Trust – Protecting personal data fosters trust between individuals and institutions.

Transparency – Transparent practices ensure individuals know how their data is used and protected.

Respecting Privacy – Data protection upholds individuals' right to privacy.

Preventing Discrimination – Robust protection prevents data misuse that could lead to discrimination or social exclusion, promoting fairness and equity.

Empowering Individuals – Data protection gives individuals control over their personal information, empowering informed decisions about their privacy.



Examples of unsustainable personal data processing practices

- **Storing ID documents**

What? National IDs, passports, student IDs, driving licences

Why? Because of data minimisation principle violation - you only process information you require

Alternatives? For checking identity - validation of the identity by presentation of the ID by the data subject

- **Sending databases/lists of personal data by email**

What? Excel files, list of participants, several CVs in attachment sent outside of your organisation

Why? Lack of access control, data retention policy difficult to apply, security no longer verifiable

Alternatives? Centralised storage - cloud or local network, your local computer storage

- **Treating health data the same way as other types of data**

What? Data revealing race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric and health data, data concerning a natural person's sex life or sexual orientation

Why? Because of the requirement for special conditions for treatment and requirement for appropriate safeguards

Alternatives? No processing or special security arrangements



Examples of unsustainable personal data processing practices

- **Not paying enough attention to security of data**

What? Data breaches happen, it's a question of time

Why? Data breaches may have fatal consequences to business (ask British Airways - 20 million GBP fine, Marriott - 18 million GDB fine, H&M - 35 million EUR fine, Vodafone Spain - 8 million EUR fine, Austrian Post - 18 million EUR fine, etc, etc)

Alternatives? DPIA, implementation of appropriate security, create data breach policy, follow up the incidents and submit report within 72 hours to data protection authority, be accountable

- **Disrespecting data subjects rights**

What? Data subjects rights for information, restriction of processing, right to be forgotten

Why? Personal data protection is a fundamental right and freedom of natural persons; not respecting the data subject rights may lead to problems with data protection authorities

Alternatives? Data controllers must create procedures to respond to data subject requests



Data protection in Erasmus+

1. Data protection by default and by design in the entire project lifecycle
2. Data minimisation
3. Special consideration for personal data of minors (school education sector)
4. Special consideration for health data (force majeure)
5. Choose your partners wisely (3rd country transfers)
6. Document your processing (use template)
7. Know where to get information - E+ privacy statement, grant agreement, obligation of data processors (Art. 29 of EUDPR)
8. Think about personal data processing like it was processing *your own data*