

## What does being a processor in Erasmus+ and European Solidarity Corps programmes mean for the beneficiary?

**Processing as Instructed:** You are authorised to process personal data as outlined in the privacy statement, which can be accessed at <https://ec.europa.eu/erasmus-esc-personal-data>. Should you process the data for any other purposes, you will exceed your authority as a processor and assume the role of a controller for such processing activities.

**Contractual Obligations:** You are bound by a grant agreement with the Erasmus+ or European Solidarity Corps National Agency, which outlines your responsibilities as a processor. This contract establishes the legal framework for your role as a processor, consistent with Regulation 2018/1725, specifically detailing the obligations of the processor in Article 29.

**Engaging Sub-processors:** You are not permitted to engage another processor without prior written authorisation from the controller. For further information on this matter, please contact the data controller. The controller's contact details can be found in the privacy notice. Ensure that you include your National Agency in all related communications.

**Implementing Data Security:** You are required to implement technical and organisational measures appropriate to the risk associated with the processing activities, to ensure the security of personal data. This includes safeguarding against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access. Please refer to the security checklist provided below for detailed guidance.

**Notification of Personal Data Breaches:** You are required to notify the controller promptly upon becoming aware of any personal data breach. Additionally, you must assist the controller in fulfilling its obligations concerning personal data breaches by providing all relevant information about the breach, including measures taken to mitigate it and an assessment of the potential consequences for the data subjects. The controller's contact details can be found in the privacy notice. Please ensure that your National Agency is copied on all such communications.

**Notifying of Potential Data Protection Infringements:** You must immediately notify the controller if the purposes and means of processing could potentially breach Regulation (EU) 2018/1725 or local data protection laws.

**Maintaining Accountability:** You are required to adhere to accountability obligations, which include developing and implementing data protection policies. These policies should standardize the use, monitoring, and management of personal data within your organisation. Additionally, you must maintain documentation of your processing activities; an example template for recording categories of processing activities is attached.

**Respecting Data Subject Rights:** Generally, the data controller is the primary entity responsible for ensuring that the rights of data subjects are respected, including rights to access, information, deletion (right to be forgotten), and restriction of processing. However, you as the data processor must assist the data controller in fulfilling these obligations. This assistance can include providing the necessary technology or mechanisms to help the data controller respond to requests from data subjects exercising their rights.

**Restricting International Transfers:** Data protection regulations impose stringent rules on transferring personal data to third countries. You must ensure that any transfer of data outside the EU/EEA that is not outlined in the grant agreement with the Erasmus+ or European Solidarity Corps National Agency is authorised

by the controller and complies with the regulatory provisions on international data transfers. This applies to situations where you directly transfer data or grant access to such data to organisations outside the EU/EEA through the IT tools of the European Commission without their support. For more details on this matter, please contact the data controller. The controller's contact details can be found in the privacy notice. Ensure that your National Agency is copied on all related communications.

## Security Checklist for Data Processors

- Understanding Core Security Principles: We are committed to upholding the principles of confidentiality, integrity, availability, and resilience in the systems and services where data is processed.
  - Confidentiality: This is akin to privacy. Our confidentiality measures are designed to **prevent sensitive information from reaching unauthorized hands**.
  - Integrity: We maintain the consistency, accuracy, and trustworthiness of data throughout its lifecycle. **Data is protected against unauthorized alterations**, both in transit and at rest.
  - Availability: We **ensure that information is consistently and readily accessible to authorized parties**. This involves proper maintenance of hardware, technical infrastructure, and systems that manage and display the data.
  - Resilience: Our organization is prepared to **operate during disruptions and swiftly restore systems to full functionality** in a timely manner.
- Access Control and Monitoring: We maintain a thorough record of who has access to the data we control, regularly reviewing and updating the list of authorized individuals. This applies to both IT tools provided by the European Commission and those we use internally. All individuals with access are bound by statutory obligations of confidentiality.
- Secure Data Transmission: We strictly transmit data using secure protocols, such as secure browser connections. Data sent via email must be encrypted.
- Secure Data Storage: When exporting data from European Commission IT tools, we store it in secure locations accessible only to authorized personnel. Acceptable storage includes local drives on password-protected computers or controlled access network drives. We avoid storing data on publicly accessible computers, unsecured USB drives, or cloud storage unless permitted by our organizational security policy.
- Data Retention Awareness: We are mindful of the stipulated data retention periods and cease processing personal data when these periods expire, as outlined in the privacy statement and relevant to the IT tools provided by the European Commission.
- Privacy Statement Awareness: We are well-acquainted with the Erasmus+ and European Solidarity Corps privacy statement, available at <https://ec.europa.eu/erasmus-esc-personal-data>. We understand the roles and responsibilities of all parties involved in data processing. We are informed about the appropriate contacts for addressing inquiries or reporting data protection breaches. We know how to help the data subjects with questions related to the processing of personal data.

## Who are the main actors in the processing of personal data in Erasmus+ and European Solidarity Corps programmes?

For the processing activities defined in the privacy statement available at <https://ec.europa.eu/erasmus-esc-personal-data>:

1. The European Commission, Directorate-General for Education and Culture acts as **data controller**
2. The Erasmus+ and European Solidarity Corps National Agencies act as **processors**
3. Organisations and individuals signing and taking over the rights and obligations stemming from the grant agreement with the Erasmus+ and European Solidarity Corps National Agencies take over the role of **processors** (also called sub-processors)

## Annex I – template for the record of categories of processing activities carried out on behalf of a controller

Based on Article 31(2) of Regulation (EU) 2018/1725, each processor shall maintain a record of all categories of processing activities carried out on behalf of a controller. The list of fields presented in this table fulfils the requirements described in the Regulation. The processors may use it as a template for the required record of the categories of processing activities carried out on behalf of a European Commission for the Erasmus+ and European Solidarity Corps decentralised actions managed by the National Agencies. The processors should keep the record for audit purposes for the data retention period defined in the privacy statement (<https://ec.europa.eu/erasmus-esc-personal-data>).

| Name and contact details<br>(for publication to the general public) |  | Data Protection Officer<br>(if applicable) |  |
|---|--|--|--|
| Name  |  | Name                                       |  |
| Address   |  | Address                                    |  |
| Email   |  | Email                                      |  |
| Telephone   |  | Telephone                                  |  |

| Name of the processing operation   | Controller   |   |  | Transfer to third countries or international organisations | Description of the technical and organisational security measures |
|--|--|---|--|--|---|
|  | Name   | Address   | Contact  |  |   |
| Erasmus+ and European Solidarity Corps (2021-2027): grant management and organisation registration for decentralised actions ( <a href="https://ec.europa.eu/erasmus-esc-personal-data">https://ec.europa.eu/erasmus-esc-personal-data</a> , DPR-EC-06826) | European Commission: Education, Youth, Sport and Culture (EAC) | Directorate-General for Education and Culture<br>European Commission<br>1049 Bruxelles/Brussel<br>Belgium | <a href="mailto:eu-erasmus-esc-personal-data@ec.europa.eu">eu-erasmus-esc-personal-data@ec.europa.eu</a> | (optional)   |   |
|  |  |   |  |  |   |
|  |  |   |  |  |   |

NB. The first line of the above table serves as an example for one processing operation. The table should be populated with as many lines as there are processing operations.