



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Overseas Countries and Territories Youth Network (OCT-YN)

**Data Controller:** European Commission, Directorate-General for International Partnerships – Unit for All Overseas Countries and Territories (INTPA.B3)

**Record reference:** DPR-EC-14348

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

## **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 of the OCT Youth Network undertaken by European Commission, Directorate-General for International Partnerships - Unit for All Overseas Countries and Territories (INTPA.B3) is presented below.

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

Purpose of the processing operation: The Directorate-General for International Partnerships, Overseas Countries and Territories Unit (INTPA.B3) of the European Commission (also referred to as the 'Data Controller') collects and uses your personal information to ensure the adequate follow-up, communication and selection process of the DG INTPA OCT Youth Network, in particular to verify that candidates comply with all eligibility criteria and to select and contact the OCT Youth Network members. Once selected, personal information (e.g. name, picture, age, gender, short profile description) of the candidates might be used to showcase the OCT Youth Network and its activities through INTPA social media and websites for communication and promotion purposes.

The OCT Youth Network will be composed of 25 young people (aged 20-28) representing all 13 OCTs associated with the European Union (EU), namely: Aruba, Bonaire, Curaçao, French Polynesia, French Southern and Antarctic Territories, Greenland, New Caledonia, Saba, Saint Barthélemy, Saint Pierre and Miquelon, Sint Eustatius, Sint Maarten, and Wallis and Futuna.

The OCT Youth Network aims to increase the ties between young people living in the OCTs and the EU, and enhance the knowledge and involvement of young people in the EU-OCT partnership.

The Youth Network's objectives are to:

- connect young people from the 13 OCTs amongst each other and with the EU institutions and decision makers,
- project an OCT youth perspective to inform the EU-OCT partnership in a spirit of co-creation,
- deepen the understanding about the EU in the OCTs,
- create links with other youth initiatives at regional and country level, including the EU and Member States.

OCT Youth Network members will serve a one-year mandate starting with following highlights: a week-long Study Visit to Brussels to explore the functioning of the European Institutions, four online webinars to deepen knowledge and competences, and several facilitated dialogue sessions with top EU political leaders.

The OCT Youth Network members will work for an estimated 4 to 6 days per year depending on the exact activities, not counting the additional learning activities (study visit, webinars). A

financial compensation of 50 EUR per work day is foreseen for the working days. Accommodation and all costs related to residential activities will be covered by DG INTPA. Financial information, such as bank account number, might therefore be requested to facilitate payments.

Personal data for the application process will be collected through an online application form called 'EU Survey', which is an IT application of the European Commission.

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:

**1)** The processing of your personal data is necessary for the performance of a task carried out in the public interest laid down in Union law, in the meaning of **Article 5(1)(a) and 5(2)** of Regulation (EU) 2018/1725.

More specifically, Articles 4(4) and 208 of the Treaty on the Functioning of the European Union (TFEU) provide that the Union shall have competence to carry out activities and conduct a common policy in the area of development cooperation. Within the European Commission, the Directorate-General for International Partnerships (DG INTPA) is in charge of the European development policy in the wider framework of international cooperation.

In addition, Article 15(1) TFEU foresees that in order to promote good governance and ensure the participation of civil society, the Union's institutions, bodies, offices and agencies shall conduct their work as openly as possible. Article 11(1) of the Treaty on European Union (TEU) stipulates that the institutions shall, by appropriate means, give citizens and representative associations the opportunity to make known and publicly exchange their views in all areas of Union action.

Moreover, pursuant to Article 58(2) (d) of Regulation (EU, Euratom) 2018/1046<sup>1</sup>, the coordination and promotion of awareness on development issues appropriations are implemented by virtue of tasks deriving from the Commission's institutional prerogatives in line with the DG INTPA's political priorities.

Therefore, and in line with Recital 11 of Regulation (EU) 2018/1046, the processing of personal data is necessary to comply with the openness, transparency, accessibility and visibility obligations laid down in above-mentioned Union law.

**2)** You are freely giving us your explicit consent under **Article 5(1)(d)** of Regulation (EU) 2018/1725 to process your personal data for the specific purposes of:

- *(for all candidates)* establishing a mailing list so we can send you information about the OCT Youth Network, its activities and relevant EU-related opportunities for Youth from the OCTs.
- *(for selected candidates only)* publishing your pictures and interviews/videorecordings. Pictures/recording may be used for publications about the network and its activities and published in the OCT-YN website and INTPA's official social media channels.

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<sup>1</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

Your consent can be withdrawn at any time by contacting the Data Controller (see contact details under Heading 9 below).

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

For the organization and management of the call and selection process purposes, all candidates will be asked to provide: i) general background information; ii) Information for the evaluation of selection criteria.

i) General background information: Name; email address, date of birth, gender citizenship, current place of residence, educational background, professional background.

ii) Information for the evaluation of eligibility criteria:

- Link to one or several OCTs by nationality, residence or professional/ educational/ civil society engagement or others;
- Motivation to join the OCT Youth Network and willingness to contribute to and gain from the experience of being a member of the network;
- Experience and current engagements in local community in the respective OCT(s), such as volunteering, activism or active participation.

DG INTPA might ask for further documentation and proof of information provided in the application form in the course of the selection process from the shortlisted and selected candidates (e.g. social media handles, CV, etc.). The selected candidates will be requested to provide a copy of their identity document to prove they meet the eligibility criteria (e.g. by submitting a copy of their passport).

For communication and promotional purposes, selected candidates will be asked social media information and pictures. Financial information, such as bank account details, might also be requested to selected candidates for payment of financial compensation of working days and for reimbursement of costs in the framework of the study visit.

#### **5. How long do we keep your personal data?**

Your personal data will kept for the following periods:

- Application information of non-selected candidates to the OCT-YN will be kept for two years starting as of time-limit for submitting applications.
- Application information of selected young people for the OCT-YN will be kept for three years starting as of time-limit for submitting applications.
- ID document and financial information (e.g. bank account) of selected candidates will be kept for one year starting as of reception of document.
- Data collected for mailing purposes will be kept for the time necessary to fulfil the purpose of collection, namely until you unsubscribe from the mailing list. Depending on the technical solutions available, you can write to the dedicated functional mailbox ([INTPA-OCT-YN@ec.europa.eu](mailto:INTPA-OCT-YN@ec.europa.eu)) and ask to be unsubscribed from the mailing list. Appropriate action shall be taken within a week of receiving the request.
- In case where data is kept for statistical purposes, some subscriber's optional data may be kept for 3 years after the un-subscription, providing these do not allow to identify the subscriber any more and that these are available to a very restricted number of authorised persons performing the processing operation on a need to know basis, for the sole purposes of generating anonymised statistics – in line with Article 13 of Regulation (EU) 2018/1725.

- All personal data of selected candidates collected for communication and promotion of the OCT-YN purpose will be kept for three years starting as of the selection of successful candidates.

## **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 contractor. 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 (General Data Protection Regulation 'GDPR - Regulation (EU) 2016/679). The Data Processor will store candidates' data on its own server, located in the European Union (Brussels), in a password protected file. The password will only be known by the team members working on the project to assess the eligibility of submissions and contact the selected candidates.

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.

Where necessary, we may also share your information with our service provider assisting us in the selection process: ICE (Consulting company), Brussels, Belgium. The service provider, as Data Processor, will process personal data on behalf of the Data Controller. The service provider(s) are bound by confidentiality clauses under a contract.

The Data Processor will have full access to candidates' personal data submitted via the EU Survey form, documents sent by candidates to check their eligibility and financial information of selected candidates, such as bank account details. The Data Processor will use candidates' data to assess their eligibility, contact the selected candidates and proceed with the payments of per diems and working days of selected candidates.

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

EU Survey uses session "cookies" in order to ensure communication between the client and the server. Therefore, the user's browser must be configured to accept "cookies". The cookies disappear once the session has been terminated; local storage to save copies of the inputs of a participant to a survey in order to have a backup if the server is not available during submission or the user's computer is switched off accidentally or any other cause. The local storage contains the IDs of the questions and the draft answers. Once a candidate has submitted one's answers successfully to the server or has successfully saved a draft on the server, the data is removed from the local storage

Pictures and video recordings of the meetings might be used for communications purposes on the OCT Youth Network website and the INTPA's official social media channels (Facebook, Twitter, Instagram).

### **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) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You have consented to provide your personal data to the Data Controller 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, at [INTPA-OCT-YN@ec.europa.eu](mailto:INTPA-OCT-YN@ec.europa.eu)

#### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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-14348