



## Data Protection Notice for the ManagEnergy service

### CINEA\_2022\_OP\_0003

**The objective** of this data protection notice is to inform persons completing the ManagEnergy Application form for Masterclasses about the processing activities related to their personal data.

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation), the European Climate Infrastructure and Environment Executive Agency (hereafter CINEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

**1. The controller** is the Head of the LIFE Energy + LIFE Climate Unit of CINEA who can be contacted at [cinea-life-cet@ec.europa.eu](mailto:cinea-life-cet@ec.europa.eu).

The following entity processes your personal data on our behalf as contractor, Technological University of the Shannon : Midlands Midwest (hereafter TUS), Thurles Campus, Nenagh Rd, Thurles, Ireland E41 PC92, [info@managenergy.eu](mailto:info@managenergy.eu).

**2. The purpose of this processing** is to collect personal data of interested persons to attend the ManagEnergy Masterclasses

**3. The data subjects** concerned by this notice are those completing the ManagEnergy Masterclass application form and attending the Master Classes

**4. The categories of personal data** collected and used for the processing operations are: first name, last name, agency/organisation, professional email address, country, which are mandatory for the purpose(s) outline above.

In addition, the following **non-mandatory** data are collected: qualifications, experience in relevant fields, interest in specific topic areas

Please note that the Master Class will be partly **filmed** and **photographed** and it is possible that you will be recorded/photographed. This material might be used for related communication activities online and offline related to ManagEnergy. Upon registration, you can give your explicit consent to have your images recorded and published on related communication channels. Opt-out is provided to participants who prefer their images are neither recorded nor published on any support. If you do not agree with this publication of your personal data, please inform the data controller by using the Contact Information below and explicitly specifying your request by sending an email to [cinea-life-cet@ec.europa.eu](mailto:cinea-life-cet@ec.europa.eu).

**5. The recipients** of the data will be relevant CINEA and European Commission staff in charge of the ManagEnergy service or interested in its activities, relevant staff of ManagEnergy consortium (contractor) and participants in ManagEnergy services, who may receive names, organisation details and email addresses of the other participants, based on their prior consent. The list of participants will not be published further. In case of audits or proceedings, etc., personal data may be provided to CINEA's Internal Controller, DPO, Legal Sector, Staff Committee, etc. In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure, Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, European Anti-Fraud Office

(OLAF), the Internal Audit Service of the Commission, the Court of Auditors, the European Ombudsman, the European Data Protection Supervisor and the European Public Prosecutor's Office.

**6. Use of third-party IT tools:** some events or services may be held using third-party IT services, which may collect personal data and have their own cookies and privacy policies. We encourage you to read their privacy statements, as we have no control over information that is submitted to or collected by these third parties. Your personal data may be transferred outside the EU via the use of third-party IT tools, which abide to specific data protection or terms of use policies. For additional information on use of cookies and personal data processing by third-parties, you may consult the link mentioned on the relevant page of those tools. Our website may use third-party resources that are stored on their respective sites. We use them to display maps, fonts and icons. None of these third-party resources store cookies on your device.

**Data Subjects rights:** you have the right at any time to access to access, rectify, erase ('right to be forgotten') your personal data; where applicable, you are also entitled to object to the processing of your personal data on grounds relating to your particular situation at any time unless CINEA demonstrates compelling and overriding legitimate grounds or in case of legal claims. You can exercise your rights by sending an email with the requested change(s) to the controller via the functional mailbox indicated here-above in Section 1. In any cases your data will be modified or removed accordingly and as soon as practicable (maximum **within 5 working days**). When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal. However, in line with Article 25 of the Regulation, the data controller may restrict the rights of the data subjects based on the Decision of the Steering Committee (2020) 26 of 14/10/20 (OJEU L 45 on 9.2.2021, p. 80), in case where such restriction constitutes a measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects, etc.

**7. How is your data protected and safeguarded?** Access to your data is restricted on an individual need to know basis.—Your data resides on the servers of TUS, which abides by strict security measures to protect the security and integrity of the relevant electronic assets. TUS stores the data in a protected area of its Network Attached Storage. TUS's server is secured under VPN. The processing of your data will **not include automated decision-making** (such as profiling).

**8. The legal basis** for the processing activities are: Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes; Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, ./... and repealing Implementing Decisions 2013/801/EU, ./...; Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency<sup>1</sup>; Regulation (EU) 2021/783 of the European Parliament and of the Council of 29 April 2021 establishing a Programme for the Environment and Climate Action (LIFE), and repealing Regulation (EU) No 1293/2013.

**9.** CINEA keeps data in accordance with the 2019 Retention List of the Commission (2 years for website related data and communication activities and 5 years for events). The **time limits for keeping the data** are the following: your personal data will be kept for a maximum period of 12 months after the end of the current ManagEnergy services contract in December 2026, which is the timing necessary to perform all actions mentioned in Section 2 above. Data will be deleted at the end of this period.

**10. Contact information:** if you have **any queries** concerning the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the email address mentioned here above in Section 1. **You may contact** at any time the Data Protection Officer of CINEA at CINEA-

[DPO@ec.europa.eu](mailto:DPO@ec.europa.eu). You have the right to have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

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<sup>1</sup> with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries; comprising, in particular, implementation of appropriations entered in the general budget of the Union and those stemming from external assigned revenue