

# Erasmus Mobility Program - Privacy statement

## 1. Object

This declaration sets out the rules for security of processing, confidentiality of processing, assistance to the controller, data retention, contribution to audits, including inspections, establishment of records of personal data of all categories of processing activities carried out on behalf of the responsible for the processing, in accordance with Regulation (EC) 2018/1725, in accordance with the obligations established in Article II.7 of Annex I of the financial contract between Ensino, Investigação e Administração SA (E.I.A. SA) and the Erasmus+ National Agency.

## 2. Information provided by the participant

All information relating to personal/curricular data of students/teaching and non-teaching staff provided in application for the Erasmus+ Program is only for Erasmus+ mobility purposes and for communication to HEIs for the purposes of accepting and registering all mobilities on the European Commission platform and cannot be used for any other purpose.

## 3. Processing of participants' personal data

Access to personal/curricular data is only for mobility purposes (including student/staff ranking), contracting, communication to the host HEI and registration on the European Commission platform, and cannot be used for any other purpose.

### 3.1. General data protection principles

The processing of personal data is conducted with maximum respect for the rights, freedoms and guarantees of individuals, in this specific case students and staff. The processing of personal data must be conducted in accordance with the general principles of data protection, namely legality, impartiality, transparency, limitation of use, data minimization, accuracy, conservation, integrity, confidentiality, and responsibility. Students and staff are made aware of these rights, including the right to rectify data, as well as the corresponding right to be forgotten. Anonymization of data is guaranteed whenever possible.

### 3.2. Personal data and respective holders

Personal data is information relating to the candidate/participant of the Erasmus+ program.

### 3.3. Categories of personal data, Consent and Purpose for their processing

The personal data subject to processing for mobility purposes are normally name, gender, date of birth, nationality, contacts, email, NIF, CC and NIB, course and type of mobility. These data are mandatory for registration on the European Commission platform and in the electronic systems of the EWP network of participants (students and staff)

### 3.4. Rights of personal data holders

Holders of personal data have the following rights:

- Right to obtain information from the controller and to obtain access to personal data, as well as rectification, deletion and limitation of data processing
- Right to withdraw consent at any time;
- Right to lodge a complaint with the supervisory authority.

### **3.5. Data transmission**

The personal data collected from the participant is intended to be used by E.I.A. SA, transmitted to other mobility partner entities and also for registration on the European Commission's Mobility Platform. The E.I.A. SA guarantees to those involved that personal data is not provided to third parties without the prior consent of its holders, nor sold or provided free of charge to companies that use it for direct "marketing" purposes or to other entities, who use "mailing lists" to advertise products and/or services.

### **3.6. Personal data retention period**

The period of retention of personal data will last for the duration of the project to which the student/staff is allocated and for audit purposes after its validity, when requested by the Erasmus+ National Agency.

### **4. Data protection officer at E.I.A. SA**

The E.I.A. SA has a Data Protection Officer who may be asked for clarifications regarding the processing of personal data or send any complaints to the email address [rgpd@uatlantica.pt](mailto:rgpd@uatlantica.pt). In the event of a risk situation, it is the responsibility of the Data Protection Officer to take all measures to avoid its consummation or minimize its effects, warning those involved.

### **5. Controlling authority**

In case of non-compliance, holders of personal data also have the right to lodge a complaint with the National Data Protection Commission at <https://www.cnpd.pt/>.