

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Call for Expression of Interest (CEI) - Establishment of a pool of higher education institutions for the co-development and delivery of an Advanced Certified Diploma Course in EU Labour Mobility

Data Controller: European Labour Authority, Cooperation Support Unit, Capacity Building Sector

Record reference: DPR-ELA-2026-0005

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 Labour Authority (hereafter 'ELA') is committed to protect your personal data and to respect your privacy. ELA 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 Call for Expression of Interest (CEI) - Establishment of a pool of higher education institutions for the co-development and delivery of an Advanced Certified Diploma Course in EU Labour Mobility, undertaken by the European Labour Authority, Cooperation Support Unit, Capacity Building Sector, is presented below.

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

Purpose of the processing operation: The Capacity Building Sector within the Cooperation Support Unit collects and uses your personal information to manage the Call for Expressions of Interest aimed at establishing a pool of higher education institutions (HEIs) that may cooperate with ELA in the co-development and delivery of a Certified Diploma Course in EU Labour Mobility.

Personal data are processed for the submission and evaluation of applications, including the assessment of the eligibility of applicant HEIs and the professional qualifications of the proposed course coordinators and experts, as well as for related communication and administrative follow-up. Where applicable, personal data may also be processed for the management of reimbursement of the fees, etc.

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, according to Article 5(1)(d) of the Regulation (EU) 2018/1725:

(a) the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

(b) processing is necessary for compliance with a legal obligation to which the controller is subject;

(c) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

In line with this legal basis, our processing activities are directly linked to ELA's mandate and operational responsibilities.

This task is carried out pursuant to Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing the European Labour Authority (ELA). Under this

Regulation, ELA is mandated to support Member States with Capacity Building aimed at promoting the consistent enforcement of the Union law in all areas falling within its mandate.

We do not process special categories of personal data, therefore Article 10 of the Regulation does not apply.

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

In order to carry out this processing operation the Capacity Building Sector within the Cooperation Support Unit collects the following categories of personal data:

- **Contact persons/representatives of the applicant higher education institutions submitting the application:** Contact details related to the institution: institution, institutional email address, phone and mobile number.

- **Proposed course coordinators and proposed experts:** The categories of personal data collected included in the CVs submitted as part of the application:

- Identity and contact details: first name, last name, title, nationality, full postal address, email address, phone/ mobile number
- Education,
- Expertise,
- Employment history/work experience,
- List of publications,
- Motivation,
- Languages

Screening and evaluation of applications

The Cooperation Support Unit will review the submitted applications in order to verify that the minimum eligibility criteria specified in the Call for Expressions of Interest are fulfilled.

- Reimbursement of students-participants:

Once the task(s) have been performed, the additional personal data will be processed to proceed with the reimbursement of the administrative registration fee paid by participants to the hosting HEI for enrolment in the certified course:

The categories of personal data collected and further processed for students-participants are:

- Additional identification data.
- where applicable, financial data strictly necessary for reimbursement purposes, such as bank account details (IBAN and, where applicable, BIC/SWIFT), together with supporting documents evidencing payment of the registration fee.
- administrative forms and supporting information, where required.

The personal data processed in this context will be handled by ELA's Financial Unit. The reimbursement procedure will be carried out in accordance with the applicable ELA record, namely ['DPR-ELA-2022-0003 Procurement'](#), where relevant.

For submission of the applications in the EUSurvey platform, access to the tool requires authentication through EU Login. Any personal data processed for authentication purposes is handled by the European Commission under its own processing operations. For further information on the processing of personal data by EU Login and the EUSurvey tool, please refer to the dedicated processing operations: i) [Commission's EU Survey record](#), ii) [EU Login data protection notice](#)

5. How long do we keep your personal data?

The Capacity Building Sector within the Cooperation Support Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

Data category	Retention period	<i>Start date/moment</i>	<i>End data/moment</i>
Data related to submitted applications	Personal data of candidates contained in applications from HEIs will be retained for 5 years after the end of the screening and evaluation procedure	(e.g. April 2026)	(e.g. April 2031)
Data related to the reimbursement	7 years as per the Financial Regulation. Date of payment + 7 years	(e.g. June 2026)	(e.g. June 2033)

Once maximum time of retention has been reached, data will be securely deleted or anonymised.

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 Labour Authority or of its contractors.

ELA's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of ELA, and by the confidentiality obligations deriving directly from the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679.)

In order to protect your personal data, ELA 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 only to authorised staff of the European Labour Authority on a strict need-to-know basis. In particular, access is granted to authorised staff members of the Capacity Building Sector within the Cooperation Support Unit responsible for the management and evaluation of the Call for Expressions of Interest. These staff members may access the application forms and supporting documents, including the CV of the contact persons/representatives and proposed course coordinator and experts.

Where necessary for financial and administrative purposes, authorised members of the ELA Finance, Budget and Procurement Sector (Finance Team) may also have access to the relevant personal data on a need-to-know basis. Such staff abide by statutory confidentiality obligations and, where required, additional confidentiality arrangements.

Authorised members of ELA's Finance Team may have access to relevant identification and financial data of participants, such as name, bank account details, proof of payment and related supporting documents, strictly to the extent necessary for handling the reimbursement of the administrative registration fee.

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.

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) on grounds relating to your particular situation. 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: capacity@ela.europa.eu.

- The Data Protection Officer (DPO) of ELA

You may contact the Data Protection Officer (data-protection@ela.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) 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?

ELA Data Protection Officer (DPO) publishes the register of all processing operations on personal data by ELA, which have been documented and notified to him. You may access the register via the following link: <https://www.ela.europa.eu/en/privacy-policy>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-ELA-2026-0005 Call for Expression of Interest (CEI) -Establishment of a pool of higher education institutions for the co-development and delivery of an Advanced Certified Diploma Course in EU Labour Mobility