



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *European Master's in Translation (EMT) Network*

Data Controller: *Directorate-General for Translation of the European Commission (DGT); Unit R.4 'Professional and organisational development' – DGT.R.4.*

Record reference: *DPR-EC-00620*

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.

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 ‘*European Master’s in Translation (EMT) Network*’ undertaken by DGT.R.4 – ‘*Professional and organisational development*’ of the Directorate-General for Translation of the European Commission is presented below.

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

Purpose of the processing operation: The Directorate-General for Translation, Unit R.4 (DGT.R.4) collects and uses the personal information for the purpose of managing and administrating the EMT Network.

DGT provides high-quality translation and other language services for the Commission to meet its obligations under Union law in the legislative and communication processes. DGT’s translation services are crucial for the Commission’s role of supporting multilingualism, bringing the Union’s policies closer to its citizens and promoting its legitimacy, transparency and efficiency.

The EMT Network helps DGT, in this context, to improve the quality of translator training and to equip future language professionals with the needed translation skills.

DGT has to collect personal data from experts who assist DGT in evaluating the applications for EMT membership, from the representatives of the applying study programmes, from representatives of the selected study programmes, and from participants to activities of the EMT Network.

The information is collected in files stored in an isolated secure system. The information is processed by Commission personnel and transferred to Commission systems under the responsibility of the Controller.

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

The legal basis for the processing operation of personal data for the EMT Network is

- Article 5(1)(a) of Regulation (EU) 2018/1725 which provides that 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.
- EEC Council: Regulation No 1 determining the languages to be used by the European Economic Community.

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

The following data, necessary for running the EMT Network, are collected:

- Name;
- Function;
- Professional title;
- Gender;
- Nationality;
- Date of birth;
- Expertise, technical skills and languages, educational background, professional experience including details on current and past employment;
- Contact details: e-mail address, telephone number, mobile telephone number, fax number, postal address, university and department, country of residence, IP address.

The provision of personal data is necessary for the management of the EMT Network and in particular for the coordination of the selection of its members programmes and its activities. If you do not provide your personal data, possible consequences are that we cannot contact you to participate in selection tasks or cooperation activities.

5. How long do we keep your personal data?

The Data Controller, i.e. the *Unit R.4 "Professional and organisational development" of the DGT* only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely until the results of the next call to join the EMT Network are published in June 2029. Before the end of the current EMT mandate, personal data are only erased following written request of the person or his/her University.

6. How do we protect and safeguard your personal data?

All personal data in electronic format are stored on the servers of the European Commission. 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.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. 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.

Cookies

Cookies are short text files stored on a user's device (such as a computer, tablet or phone) by a website. Cookies are used for the technical functioning of a website (functional cookies) or for gathering statistics (analytical cookies).

The applications for membership, their evaluation and the submission of information related to EMT activities take place via a Commission website. The cookies employed by the Commission on the registrant's device for that purpose will be covered by the cookie policy of the Commission, which is available here: https://ec.europa.eu/info/cookies_en.

Cookies are stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. More information is available in the Record of Processing DPR-EC-00685 (Europa Analytics).

Third party IT tools, including Social Media

The submissions related to EMT activities and/or their evaluation can also take place via a protected channel on MS Teams which is a third party tool. Moreover, we use third party IT tools to inform about and promote the *EMT Network* through widely used communication channels, including the social media. For detailed information about the use of social media by the European Commission, see the Record of Processing DPR-EC-00073 (Social Media Use by the European Commission).

We may upload some of our videos and photos to our EMT group on Teams, the EMT page on Facebook, on Twitter and on YouTube.

In order to protect your privacy, our use of third party IT tools to connect to those services does not set cookies when our website pages are loaded on your computer (or other devices), nor are you immediately redirected to those social media or other websites. Only in the event that you click on a button or 'play' on a video to watch it, a cookie of the social media company concerned will be installed on your device. If you do not click on any social media buttons or videos, no cookies will be installed on your device by third parties.

In order to view such third-party content on our websites, a message will alert you that you need to accept those third parties' specific Terms and Conditions, including their cookie policies, over which the Commission has no control.

We recommend that users read the relevant privacy policies of *Facebook* carefully before using them (https://ec.europa.eu/info/cookies_en_under_third_party_cookies). These explain each company's policy of personal data collection and further processing, their use of data, users' rights and the ways in which users can protect their privacy when using those services.

The use of a third party IT tool does not in any way imply that the European Commission endorses them or their privacy policies. In the event that one or more third party IT tools are occasionally unavailable, we accept no responsibility for lack of service due to their downtime.

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 other authorised staff according to the 'need to know' principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The following categories have access to the personal data relating to the EMT Network:

- Commission staff (DGT and DIGIT), as well as the bodies charged with a monitoring or inspection task in application of Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office - OLAF);
- Experts assisting DGT in EMT-related evaluation tasks;
- the members of the EMT Network.

Commission staff have access to all data necessary for managing the EMT network.

The university representatives in the EMT Network and participants in EMT activities have access to each other's contact details. The experts assisting DGT in EMT-related evaluation tasks have access to the data necessary for their work.

For more information, see Record [DPR-EC-00620](#) to the Data Protection Officer available on <http://ec.europa.eu/dpo-register>.

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 rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or 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, Unit R.4 "Professional and organisational development" of the DGT for the present processing operation. You can withdraw your consent at any time by notifying the data controller by sending an e-mail to DGT-EMT@ec.europa.eu. The withdrawal of your consent 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, *R.4 "Professional and organisational development" of the DGT*, via DGT-R-4-SECRETARIAT@ec.europa.eu and/or DGT-EMT@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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-00620](#).