



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Management of interpreter training support activities in the European Union and enlargement countries

**Data Controller:** DG INTERPRETATION (SCIC), Unit SCIC.B.1

**Record reference:** DPR-EC-00348

### **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 “Management of interpreter training support activities in the European Union and enlargement countries”, undertaken by Unit SCIC.B.1 of DG Interpretation (SCIC) is presented below.

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

DG Interpretation (SCIC) is responsible for ensuring multilingual communication in the institutions it serves in the EU official languages and in its partners’ languages according to the service’s evolving needs. This is possible by making sufficient interpreters available for the many different meetings that take place every day in Brussels and beyond.

The mission statement of SCIC.B1 (Talent Development) states that the main remit of the unit is to safeguard the sustainability of multilingual communication, in particular by ensuring that a sufficient number of conference interpreters are trained to the standards required by the EU Institutions.

To this end the unit provides financial and pedagogical support to interpreter training schemes in the Member States and candidate countries so that a sufficient number of qualified conference interpreters are available to cover current and future needs.

In fact, the main goals of our cooperation are:

- To satisfy SCIC’s strategic recruitment needs for highly qualified conference interpreters possessing the right language profile
- To contribute to standard setting for conference interpreter training
- To help bridge the gap between university and professional life

Support is given in a number of different ways:

### ***Pedagogical support: face- to- face***

- Pedagogical Assistance (PA) is a programme in which SCIC interpreters provide teaching assistance in situ or online in our partner universities. PA offers the opportunity for us to share our know-how, to talk about and maintain professional standards, understand expectations and help prepare graduates to take and pass our tests.
- Training for trainers and the Academy of trainers are seminars run in Brussels (**or online**) for university trainers by experienced interpreters and trainers. Their aim is to build capacity and provide a networking platform and a hub for best practices exchanges.
- Study visits involve groups of students coming to Brussels to see how interpreting works in practice. This provides students with a first taste of professional life and an indication

of the professional standards required to be recruited to work for the European Institutions.

***Pedagogical support: virtual***

- Virtual classes are 2-hour training sessions for universities with SCIC interpreters, held via **online platforms**. They complement face-to-face training
- Speech repository is a database of over 5000 recorded speeches in 34 different languages. Students and professional interpreters can use it for interpreting practice. Most of the speeches are accessible to anyone, with a restricted part for our partners. (covered by DPR-EC-00349).
- SCICtrain is a virtual video library of different modules (lectures, demonstrations, role-plays and mock conferences made by staff interpreters), which is publicly accessible on the Europa platform.

***Financial support***

Is covered by DPR-EC-05067: Managing award procedures for procurements, grants and the selection of experts, and managing the execution of procurement and experts contracts and implementation of grant agreements.

- Grants are awarded to universities, to help finance interpreter training masters programmes, projects that enhance cooperation between universities and special projects that benefit the interpreting community as a whole and/or create synergies with other types of interpreting.
- Bursaries are given to the most promising students enrolled in a master or post-graduate in conference interpreting, to help cover tuition or enrolment costs.

***Specific interpreter accreditation programmes (SIAP)*** can be organised to cover languages that are not provided or not provided enough by universities. In recent years these have covered the PASS (Professional Accreditation Support Scheme) programme to accompany candidates in the accreditation process or ad-hoc interpreter training courses such as the Finnish one.

In order to be able to carry out all of the above-mentioned activities SCIC has to collect personal data.

These are grouped according to their purpose, below:

1) Payments for travel/allowance/training (financial support). In order to carry out a good number of its cooperation and support activities B1 needs to identify students, recent graduates, practising interpreters and trainers who can benefit from financial support (Travel, accommodation and subsistence allowances). In some cases a legal entity file has to be created for which this information is essential.

- Training for Trainers/Academy of Trainers (TfT) seminars
- Bursaries
- Specific interpreter accreditation programmes (SIAPs)

2) Data necessary for the awarding of grants to universities. The grant scheme is a financial support tool for universities training conference interpreters. Co-financing is given to individual universities to help run their MA courses, to consortia of universities working on projects that enhance cooperation among postgraduate courses and offer innovative training techniques as well as to other special projects.

3) Identifying students and trainers to ensure targeted training, and for evaluation/selection purposes (pedagogical support). It is the remit of B1 to carry out pedagogical assistance in various forms, sometimes selectively, and so it is necessary to have information about the data subjects' identity, language combination, qualifications, motivation etc. and to allow them access to buildings.

4) Identifying PA trainers/speakers/experts. SCIC needs to be able to identify its interpreters/staff so that people outside of SCIC know who they are and what their expertise is.

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:

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 (pursuant to Art. 5.1(a) of Regulation (EU) 2018/1725).

Regulation 1 of 1958 determines the official languages of the EEC, plus subsequent additions. Art 55 of Lisbon Treaty lists EU official languages. According to its mission statement, DG Interpretation (SCIC)'s role is to make possible multi-lingual communication, which is at the core of Community decision making by providing quality interpretation in meetings arranged by the Commission and the other Institutions served by DG SCIC. The Communication 'A new framework strategy for multilingualism' COM(2005)596 (22/11/2005) outlines in p.14 that the Commission will continue to offer universities grants and teaching assistance in the field of conference interpreting, help develop distance learning tools and fund student bursaries and training visits'.

Article 149 of the Treaty establishing the European Community (consolidated version), concerning the European dimension in education is an additional reference in DG Interpretation's support (programme for prospective interpreters and universities training conference interpreters is carried out in the public interest as it aims to provide the EU Institutions with sufficient and qualified conference interpreters).

In addition, as foreseen under Article 27.4 of the Financial Regulation, the 'SPIRIT' application is an evaluation tool that will allow DG Interpretation to assess the impact of its support programme. The Financial Support for Training in Conference Interpreting is included in the Annual Work Programme of DG Interpretation which is adopted each year by the College.

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

In order to carry out this processing operation SCIC.B1 collects the following categories of personal data:

- a) Data from SCIC staff interpreters giving pedagogical support: full name, language combination, role.
- b) Data from students and recent graduates:
  - Personal information: full name and contact details such as email address and phone number, photo ID including date of birth (for identification purposes)

- Only if necessary - Financial information: bank account (to be able to make the necessary payments)
- For bursaries and special training programmes (SIAP) only: further information for the purposes of selection such as CV, copy of ID/passport, motivation letter, references, qualifications

For further information on financial data linked to bursaries and grants see the general record of processing DPR-EC-05067 (Managing award procedures for procurements, grants and the selection of experts, and managing the execution of procurement and experts contracts and implementation of grant agreements).

For the collection of identity card/passport number for building access: for further information see DPR-EC-00655 (Commission Physical Access Control System – PACS).

c) Data from students benefiting from SCIC's pedagogical support:

- Name and language combination
- General performance data of the students' group (results from virtual classes/pedagogical assistance blog and/or reports)

d) Data from universities:

- Personal information of the leaders of the course in conference interpreting and from the representative of the university entitled to sign the grant agreement on behalf of the university: full name and contact details such as email address and phone number, photo ID including date of birth (for identification purposes)
- Financial information: bank account (to be able to make the necessary payments)

e) Data from university trainers working with the SCIC trainers on pedagogical assistance: name and language combination.

General performance information on the teaching staff is also collected via the pedagogical assistance reports.

f) Data from participants to the Training for Trainers/Academy of Trainers seminars: full name, identity card/passport number for building access (for further information see DPR-EC-00655: Commission Physical Access Control System – PACS); data necessary for the selection of the participants (skills and education, professional experience, CV and motivation letter, recommendation from the university where they're teaching); financial data (bank account details).

g) Data on the trainers of universities applying for grants, e.g. further information for the purposes of evaluation such as CV of trainers

The provision of personal data is mandatory to meet statutory requirements. If you do not provide your personal data, possible consequences are that you will be unable to benefit from the training support activities offered by DG Interpretation.

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

SCIC.B.1 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- Information on Students who successfully apply for a bursary: 10 years
- Information on University coordinators: as long as the information is relevant
- Information on Students who are not accepted for bursaries: 5 years

- Pedagogical Assistance Reports: 10 years after the reports have been written
- “Scripts” for virtual classes (names and language combination of SCIC interpreters assigned to the class as trainers and as speakers, names and language combination of students and university trainers: 2 years for statistical purposes)

## **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. 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.

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.

- Senior management of DG SCIC;
- Staff in unit B.1 dealing with the management of interpreter training support activities (have access to all the data);
- Administrative staff in DG SCIC who need to have access to parts of the data for justified reasons;
- Heads of interpreting units in Directorate A (Interpreters) in order to assess applications of universities and students/participants to the various interpreter training support activities (have access to all the data for their respective language);
- SCIC staff interpreters carrying out pedagogical support (only have access to the pedagogical reports of the universities they are assigned to);
- Interpreters in charge of the students during the study visits (list of students’ names and language combinations in order to assign them to the right meetings);
- Authorised staff in unit SCIC.C.6 to manage the IT systems;
- Authorised Commission staff for the exercise of their duties, such as access to buildings.

Outside the EU organisation

- Students and trainers of the interpreter training courses at the universities supported by DG Interpretation who have access on a restricted basis to their own data and the data of their universities and students;

## **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, SCIC. B1 at [SCIC-B1-SECRETARIAT@ec.europa.eu](mailto:SCIC-B1-SECRETARIAT@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-00348.