



## **Data Protection Notice**

### **Insurance services for European Solidarity Corps volunteers**

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

The following Data Protection Notice outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the insurance services for European Solidarity Corps volunteers.

#### **1. Who is responsible for processing your personal data (data controller)?**

The controller is the European Education and Culture Executive Agency, BE-1049 Brussels. The person designated as being in charge of the processing operation is the Head of Unit A.5 Youth, EU Solidarity Corps and Aid Volunteers, EACEA.

Email address for the insurance for European Solidarity Corps volunteers:  
EACEA-SOLIDARITY-CORPS@ec.europa.eu

#### **2. Which personal data are processed?**

Categories of personal data:

- in the form of personal identification numbers
- concerning the data subject's private sphere (optional)
- concerning pay, allowances and bank accounts
- concerning the data subject's family
- concerning the data subject's career
- concerning missions and journeys
- concerning expenses and medical benefits
- concerning telephone numbers and communications
- concerning names and addresses (including email addresses)
- concerning health
- other: European Solidarity Corps volunteers

#### **3. For which purpose do we process your data?**

Data processing is necessary for the following purposes:

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

1. To ensure the provision of insurance services to European Solidarity Corps volunteers during their participation in the activities organised following grant agreements or grant decisions in line with the related Programmes' legal basis.
2. Regarding the insurance contract for European Solidarity Corps participants, the monthly lists of insured volunteers may be analysed by DG EAC and/or the National Agencies. National Agencies use the lists to organise, for example, training events with volunteers before departure or meetings after return from a volunteering activity.
3. Regarding the insurance contract for volunteering in third countries, DG EAC sends information to Heads of EU Delegations in order to give them updated information on the volunteers deployed in each third country. EU Delegations may organise local events with volunteers or be requested by EACEA/DG EAC for support in case the safety and security of a volunteer is at risk.

#### **4. Who has access to your personal data and to whom is it disclosed?**

Access to personal data may be given on a need-to know basis to the following recipients:

- Designated staff of the European Commission in particular, Directorate General Education and Culture (DG EAC) for the insurance contract for European Solidarity Corps volunteers in addition
- The Heads of EU Delegations in countries where volunteering activities take place
- Designated staff of EACEA
- Authorised staff of the contractor of the Service contract n° SI2.1156077 (insurance contract for European Solidarity Corps participants): *Henner* as the leader of the group together with the members AXA France VIE and Inter Partner Assistance.
- *Henner's* subcontractors and partners :
  - Outside bodies responsible for the fulfilment of the contracts and the management of the coverage: insurers, reinsurers, healthcare providers, partners, etc;
  - Any person who is a party to or concerned by the contract (assignees, beneficiaries, subscribers, etc.);
  - *Henner's* subcontractors/suppliers for any operation linked to *Henner's* activity and solely within the limit necessary for the performance of the tasks which are entrusted to them, such as: Inter Mutuelles Assistance (IMA), Assistance company based in France, ensuring the back-up of our Client Service Teams to answer phone calls and issue urgent letters of guarantee outside *Henner* offices opening hours.
- *Henner's* IT partners :
  - CHEOPS, host of *Hennernet* administration system
  - CLARANET, host of IS infrastructure/websites
  - AVAYA – telephone system
  - RING Central – email tool
- Bodies liable to intervene in the insurance activity, such as public bodies, inspectors, investigators, experts, auditors, court officers, public officers and public bodies authorised to receive them, arbitrators, mediators or supervisory authorities, or professional organisations, in their capacity as persons or entities benefiting from a right of communication.

Personal data collected will never be used for marketing purposes.

In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes, in particular, the following recipients:

- 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;
- The European Anti-Fraud Office (OLAF);
- The Internal Audit Service of the Commission
- The Investigation and Disciplinary Office of the Commission (IDOC)
- The European Court of Auditors
- The European Ombudsman
- The European Public Prosecutor’s Office
- EU courts and national authorities

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

10 years after the closure of the insurance contract for contractual matters (legal basis).

## **6. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

As this processing of your personal data is based on point of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

Article 25 of Regulation (EU) 2018/1725 provides that, in matters relating to the operation of EU institutions and bodies, the latter can restrict certain rights of individuals in exceptional circumstances and with the safeguards laid down in that Regulation. Such restrictions are provided for in internal rules adopted by EACEA and published in the Official Journal of the European Union (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29>).

Any such restriction will be limited in time, proportionate, and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive a more specific data protection notice when this period has passed.

As a general rule you will be informed on the principal reasons for a restriction unless this information would cancel the effect of the restriction as such.

You have the right to make a complaint to the EDPS concerning the scope of the restriction.

## **6. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time:  
<http://www.edps.europa.eu>.

## **7. On which legal basis are we processing your personal data?**

The main legal basis of the processing of personal data is:

- Article 5(1)(a): 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:

The legal basis are:

- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU.
- Commission Decision C (2021)951 and its annexes delegating powers to EACEA for the management of programmes in the MFF 2021-2027.
- Regulation (EU) 2021/888 of the European Parliament and of the Council of 20 May 2021 establishing the European Solidarity Corps Programme and repealing Regulations (EU) 2018/1475 and (EU) No 375/2014 (Text with EEA relevance)
- Regulation (EU) 2018/1475 of the European Parliament and of the Council laying down the legal framework of the European Solidarity Corps

For processing of special category of personal data (health data), the legal basis is:

- Article 10(2) (b): the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.