

## Privacy Statement

Document number: RE.DAPR.002-3  
 Approval date: 24 NOV 2016



## Privacy Statement for Processing Personal Data in the CEPOL Exchange Programme

Regulation (EC) 45/2001 applies to the processing of personal data carried out by CEPOL. Further to Article 11 and Article 12 of the Regulation, the CEPOL provides the Data Subjects with the following information:

<b>Data Controller</b>	Head of Training and Research Unit
<b>Purpose of processing</b>	The purpose of processing is to enable implementing the CEPOL Exchange Programme (CEP), in particular the process of application, selection and matching management
<b>Data Subjects</b>	Applicants to the CEPOL Exchange Programme: law enforcement officers, experts and trainers
<b>Data categories</b>	<p>The following personal data is collected, processed and stored:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Name</li> <li>• Nationality</li> <li>• Date of birth</li> <li>• Passport number</li> <li>• Position</li> <li>• Organisational rank or function</li> <li>• Organisation/employer</li> <li>• Organisational address</li> <li>• Work telephone/mobile number</li> <li>• Work email</li> <li>• Link to organisational or professional webpage</li> <li>• University education/degree(s)</li> <li>• Other relevant educational skills or qualifications</li> <li>• Grade of fluency in English</li> <li>• Other languages spoken</li> <li>• Area(s) of particular expertise</li> </ul>
<b>Data collection</b>	<p>The collection and registration of personal data is done through an application procedure, when potential exchanges apply to participate in the CEPOL Exchange Programme. All applications are submitted first to the National Exchange Coordinators (NECs), and then from the NECs to CEPOL. The data is provided in electronic format (sent via email).</p> <p>Once the application has been received, it is stored on a network drive with access control, limited to be accessible by the CEPOL staff implementing the CEP only.</p> <p>The information is protected by the generic measures concerning e-security in CEPOL.</p>
<b>Data recipients</b>	<p>Dedicated CEPOL staff (primarily the CEP Team)</p> <p>National Exchange Coordinators</p> <p>Hosts and hosting organisations</p>

## Record



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	Contracted and sub-contracted travel organisers (relevant to the nature of services provided, e.g. transport, accommodation)
<b>Nature of response</b>	Data Subjects provide voluntarily their personal data when they apply to take part of the CEP
<b>Data retention</b>	<p>Personal data related to successful applicants will be stored for a maximum period of 3 years.</p> <p>Personal data related to unsuccessful candidates will be stored for a maximum period of 1 year.</p> <p>Personal data is not stored for longer periods than mentioned above for historical, statistical or scientific purposes.</p>
<b>Right to access, to rectify, to block, to erase, to object data</b>	<p>Data Subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data.</p> <p>Data Subjects can obtain from the Data Controller the rectification of inaccurate or incomplete personal data concerning them.</p> <p>Data Subjects have the right to obtain from the Data Controller the blocking and erasure of the data.</p> <p>Data Subjects have the right to object to the processing of the data.</p> <p>Data Subjects can refuse and/or withdraw their consent with respect to further processing of their personal data.</p> <p>Substantiated requests should be e-mailed to the Data Controller at <a href="mailto:expro@cepol.europa.eu">expro@cepol.europa.eu</a></p> <p>Time limit to block/erase on justified legitimate requests from the Data Subjects is 15 working days starting from the date of receipt of such request.</p> <p>General requests can be e-mailed to the CEPOL Data Protection Officer at <a href="mailto:DPO@cepol.europa.eu">DPO@cepol.europa.eu</a>.</p>
<b>Right to obtain notification to third parties</b>	The data is not disclosed to third parties except for auditing or investigation purposes (upon request)
<b>Legal basis of the processing operation</b>	<p>Article 5(a) of Regulation (EC) 45/2001</p> <p>Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL)</p>
<b>Contact information</b>	<p>Data Controller: <a href="mailto:expro@cepol.europa.eu">expro@cepol.europa.eu</a></p> <p>Data Protection Officer: <a href="mailto:DPO@cepol.europa.eu">DPO@cepol.europa.eu</a></p>
<b>Right to have recourse</b>	Data Subjects shall have right of recourse at any time to the European Data Protection Supervisor ( <a href="mailto:EDPS@edps.europa.eu">EDPS@edps.europa.eu</a> ).