

# PRIVACY STATEMENT

## SWARM meetings

The University of Nis (UNI) as a Grant Holder is committed to preserving your privacy. The following Privacy Statement outlines the policies by which UNI collects, manages and uses the personal data of the concerned individuals registered to the SWARM events (hereinafter "the events"). Information on the events, including this privacy statement, can be found at this web address: <http://www.swarm.ni.ac.rs>. All personal data are dealt with in accordance with the applicable EU data protection legislation, currently Regulation (EC) No 2018/1725 on the protection of personal data by the Community institutions and bodies<sup>1</sup>.

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

The University of Nis is the controller,

Person designated as being in charge of the processing operation:

Milan Gocić

University of Nis

Postal address: Univerzitetski trg 2, 18000 Nis, Serbia

Email: [swarmuni@gmail.com](mailto:swarmuni@gmail.com)

### 2. Which personal data are processed and how?

The following personal data are processed in relation to the events. This list is exhaustive

#### a) Registration of participants

The data collected when registering online or offline and further processed are:

- Information about the Organisation: name of organisation, address, country, fax;
- Personal information: name, organisation, phone, e-mail.
- For purpose of reimbursement of travel expenses/allowances: information about the form of transport used & hotel (mandatory only if the participant has these expenses covered by the Grant Holder).

A list of registrants is collected by UNI for validation.

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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/ECText with EEA relevance, OJ L 295, 21.11.2018, p. 39.

## **b) Public list of participants**

The following information is made available to participants who give their consent to be included in the event participation list:

- Name, organisation, e-mail, signature. Should participants wish these data to appear on the list of participants, they have to tick the appropriate box in the registration form (opt-in option).

## **c) Event results (presentation slides, reports, etc.)**

The following information is made available on the event website after the events:

- Speakers' presentations and reports from some participants (often including their name and contact details). A sentence is included in the invitation letter to inform the participants/speakers about this.
- Video recording of three sessions.

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

We process your personal data for:

- The primary purpose of the processing of personal data performed in the context of the event is the management/organisation, including management of lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, event followup, follow-up events, follow-up actions, news and publications, as well as to provide updates and collect feedback on developments.
- The list of registrants at the events is used for the purpose of organising logistics required for the events and in managing the event (confirmation of participation, security clearance, admission to the event, name badges, transmission of necessary information).
- As the event targets beneficiaries, all completed details received are needed for the reimbursement of travel costs and costs of stay.

## **4. On which legal basis do we process your personal data?**

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

- Commission Implementing Decision of 18 December 2013 establishing the 'Education, Audiovisual and Culture Executive Agency' and repealing Decision 2009/336/EC (2013/776/EU): Article 3(a);
- 'Erasmus+': the Union programme for education, training, youth and sport established by Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC (OJ L 347 of 20.12.2013, p. 50–73).

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

The controllers will not retain your personal data for longer than necessary to fulfil the purposes outlined in this privacy statement.

Unless you ask for your personal data to be deleted, it will be kept for a maximum of 5 years<sup>2</sup>.

6. Who has access to your personal data and to whom is it disclosed?

For the purposes detailed above, access to personal data is given to the following persons:

- The full set of data will be transmitted to internal authorised Agency staff and external revision staff on a need-to know basis.
- On a need-to-know basis, staff of the contractor (acting as data processor on behalf of the Grant Holder).

The public list of participants and data included therein are distributed to participants after the events via the SWARM platform. Participants to the events are SWARM stakeholders.

7. How do we protect your personal data?

The controller ensures an appropriate level of security for the protection of your personal data through the adoption of technical and organizational measures.

8. How can you exercise your rights, such as the right of access and rectification of data concerning you?

You have the right to:

- Request to access the personal data we have on you;
- Request a rectification of your personal data;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Object to the processing of your personal data;
- Request for your data to be transferred to another organization in commonly used machine-readable standard format (data portability);
- Withdraw your consent at any time.

To exercise your rights, please contact the controllers as indicated under 1 above by explicitly specifying your request.

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<sup>2</sup> In line with Common Conservation List (CCL), SEC (2007) 970 adopted by the Commission on 04/07/2007, Annex 1, p. 23, point 12.5.3.