

Data Protection Notice for BTSF training courses

The following Data Protection Notice explains the reason for the processing of all personal data provided by the participants and how HaDEA will collect and handle them ensuring their protection. It also details how that information is used and what rights the data owner may exercise in relation to the data.

1. **The personal data of the participants** is processed in accordance with Regulation (EU) No 2018/1725 on the protection of individuals with regards to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. As the organisation of BTSF training courses implies the collection of individuals' personal data, its processing falls within the provisions of the above-mentioned Regulation.

The data controller of the processing operation is Head of the Health & Food Safety Unit of the Health and Digital Executive Agency (HaDEA), acting as delegated HaDEA's data controller.

Personal data is accessed by the HaDEA staff involved in the management of the BTSF training courses.

The data provided will also be accessed by National Contact Points (NCPs) and by DG SANTE.

The data processor is AENOR, the external contractor involved in the organisation of BTSF training courses who process the participants' personal data on HADEA's behalf.

The **legal basis** for the processing activities is Article 5(a) of Regulation EU 2018/1725 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)* and Article 5(d) of Regulation EU 2018/1725 for the non-mandatory data.

2. The **purpose(s)** of this processing is the selection, enrolment and participation in the training activities under the BTSF, as well as for statistical purposes.

In addition, data is processed for the following purposes:

- to plan and organise training activities for BTSF participants;
- to issue certificates of participation for the different training courses;
- to collect feedback from participants so that the controller can deliver better and more effective training, according to participants' needs and knowledge as well as the skills necessary for their job;
- to perform ex-post evaluation of the impact of the BTSF Initiative.

HADEA covers all needs on the treatment of information for the BTSF Initiative.

3. **The following of the participants' data are collected:**

- Name and surname;
- Date of birth;
- Gender;
- Nationality;
- ID or passport details;
- Contact details (e-mail address, telephone number, mobile telephone number, postal address, name address and phone number of the sending organisation);
- Expertise, technical skills and languages, educational background, professional experience including details on current and past employment.

These are **mandatory** data for the purpose(s) outlined above.

In addition, dietary and medical requirements (such as specific dietary requirements, severe food allergies, medical conditions requiring special attention in case of an accident) are collected.

These data can only be processed based on your explicit prior consent on the basis of Article 5.1(d) of Regulation EU 2018/1725.

Non-mandatory personal data may be collected such as photos and videos. These data can also only be processed based on their explicit prior consent on the basis of Article 5(d) of Regulation EU 2018/1725.

4. The **recipients** of the participant's personal data will be HADEA and its contractors in charge of the organisation of the training and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF)). The personal data will not be transferred to non-EU countries or international organisations.

5. The participant's **personal data** will be kept only for the time needed to achieve the purposes for which it is processed.

However, we may keep information identifying them for a longer period for historical, statistical or scientific purposes with the appropriate safeguards in place.

Reports containing personal data will be archived according to HADEA'S legal framework.

6. **The participants have the right** to access their personal data and to request their personal data to be rectified, if the data is inaccurate or incomplete; where applicable, they have the right to request restriction or to object to processing, to request a copy or erasure of their personal data held by the data controller. If processing is based on their consent, they have the right to withdraw their consent at any time, without affecting the lawfulness of the processing based on their consent before its withdrawal.

Their request to exercise one of the above rights will be dealt with without undue delay and in any case within one month.

7. If the participants have **any queries** concerning the processing of their personal data, they may address them to Head of the Health & Food Safety Unit of the Consumers, Health, Agriculture and Food Executive Agency (HaDEA) (entity acting as data controller) via: hadea-btsf-projects@ec.europa.eu or to AENOR (entity acting as data processor) via: internationaltraining@aenor.com

8. **The participants shall have right** of recourse at any time to the HaDEA Data Protection Officer at hadea-data-protection@ec.europa.eu and to the European Data Protection Supervisor (EDPS@edps.europa.eu).

**Act of Establishment: Commission Decision C(2014) 9594 amending Decision C(2013) 9505 with a view to performance by HaDEA of tasks linked to the implementation of Union Programmes in the field of consumers, health and information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries and food safety training measures.*