

**Privacy Statement
Of CEPOL Exchange
Programme**

Document number: FO.DAPR. 007-2

Approval date: 17/06/2020



Privacy Statement for Processing Data in the CEPOL Exchange Programme

This privacy statement, in line with Articles 15 and 16 of [Regulation \(EU\) 2018/1725](#)¹, provides information to the data subjects relating to the processing of personal data of individuals carried out by the European Union Agency for Law Enforcement Training (CEPOL) in fulfilling its tasks.

The purpose of this document is to describe how CEPOL complies with its obligations to protect personal data under Regulation (EU) 2018/1725 and to provide individuals with information about CEPOL's processing of personal data and their rights under the Regulation.

What is the purpose of the processing?

The purpose of processing is to enable implementing the CEPOL Exchange Programme (CEP), in particular the management of the submission of applications, the selection of candidates the matching process of the candidates for exchange and the feedback in relation to the exchange.

The management of the process in relation to candidates exercising boarder and coast guard duties takes place in the context of a CEPOL-Frontex Joint Exchange Programme. The management of the process in relation to candidates exercising judiciary duties takes place in the context of a CEPOL-EJTN Joint Exchange Programme. The management of the project process in relation to candidatures submitted by MENA countries², two Southern Neighbourhood partners (Algeria and Morocco) and their EU member state counterparts/exchangees, taking place in the context of projects funded by the European Union.

What is the legal basis for the processing of personal data?

Regulation (EU) 2018/1725 and in particular Article 5 (1)(d) thereof.

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) and in particular Article 4(2)(d) thereof.

Agreement between the European Border and Coast Guard Agency (Frontex) and the European Union Agency for Law Enforcement Training (CEPOL) for the implementation of a Joint Exchange Programme in 2020, dated 13 December 2019.

Working arrangement and a finalised work plan about joint training activities between the European Judiciary Training Network (EJTN) and the European Union Agency for Law Enforcement Training (CEPOL) for the implementation of a Joint Exchange Programme in 2020, dated 15 February 2017.

The EU funded project EU/MENA Counter-Terrorism Training Partnership 2 project (CEPOL CT2) is regulated by Delegation Agreement, No. ICSP/2017/349-210.

¹ 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, OJ L 295, 21.11.2018, p. 39–98.

² Jordan, Lebanon, Tunisia and Turkey.

Privacy Statement Of CEPOL Exchange Programme

Document number: FO.DAPR. 007-2

Approval date: 17/06/2020



Who is the data controller?

The data controller is the Head of Training Unit, headoftru@cepol.europa.eu.

In the case of the Joint Exchange Programme with Frontex, Frontex acts as a controller for personal data for the final matching of the participants and the payment of costs related to the exchange. The data controller from the side of Frontex is the Head of Training Unit, HoU.TRU@frontex.europa.eu.

In the case of the Joint Exchange Programme with EJTN, EJTN acts as data controller for personal data for the final matching of the participants. The data controller from the side of EJTN is the Head of Exchange Programme Unit, aude.magen@ejtn.eu.

In the case of the Project Led Exchange Programme (CEPOL CT2) the data controller is the Head of International Cooperation Unit, HeadofICU@cepol.europa.eu.

Who are the data subjects?

All applicants to the CEPOL Exchange Programme; law enforcement officers from all EU Member States, EU Candidate Countries, Western Balkans, European Neighbourhood Policy Eastern Partnership countries, MENA countries and two Southern Neighbourhood partners (Algeria and Morocco);

Supervisors of the candidates in their role as reporting line of the candidates;

National Exchange Coordinators (NECs) in accordance with their role as coordinator.

Which types of data are being processed?

In the context of the preparation of the exchange, the data are collected via an application form with the following fields:

- Title/Rank, First name, Family name, date of birth, mobile phone, e-mail, specialisation, mother tongue, foreign languages, name of organisation, address, city, country, work phone, alternate e-mail, section of exchange programme applied for (i.e. General Exchange Programme, CEPOL-Frontex Joint Exchange Programme, CEPOL-EJTN Joint Exchange Programme, Project led Exchange Programme), categories/sub-categories of professional experience, country preference along with justification for the interest in the preferred country, information on agreed pre-match, indication as per capacity to host exchanges, description of expectations, indication of consent for transfer of data to third countries, consent of supervisor (along with contact details of supervisor) for the exchange. The application form is further accompanied by a Europass CV.

In order to facilitate the exchange, data are collected via a travel request form and an activity plan form with the following fields:

- Travel Request form: First name, family name, title/function, Nationality, passport information (Number, issuing country, validity period) or ID number, date of birth, sending country, mobile phone, email, name of organisation, address, work phone, alternate email, date of departure and return, travel details including mode of transport (international flight, train, bus, ferry, car), accommodation details (including city, name of hotel, dates, split nights if applicable), dietary requirements, declaration on accepting the applicable User Guide for the CEPOL Exchange Programme.

Privacy Statement Of CEPOL Exchange Programme

Document number: FO.DAPR. 007-2

Approval date: 17/06/2020



- Activity Plan form: First name, family name, country of the exchange, first name, family name of the host, country where the exchange takes place, hosting organisation, exchange period, learning outcomes of the exchange, activities during the exchange, accommodation proposals, special wishes of the exchangee, cascading plan.

After the exchange takes place, the participants submit:

- Feedback
- Narrative report

Identification data of the National Exchange Coordinator as follows:

- Country, First Name, Last Name, Telephone No, Mobile No., E-mail address and Postal Address of the Organisation.

How is data processed?

The processing is mainly manual. Initially, the candidates submit an application form to the respective NECs or National Contact Points. Subsequently, CEPOL receives the applications in electronic format via email. CEPOL stores the applications on a network drive in a folder with restricted access rights to specific staff members. After CEPOL has concluded the so-called 'matching' phase, the NECs or National Contact Points are informed about their selected candidates and their counterparties. In the case of the joint CEPOL-Frontex and CEPOL-EJTN exchange the matching process is performed jointly.

The selected candidates liaise with their host NEC or the National Contact Point to identify their learning objectives in a form (activity plan form), which is then sent to CEPOL.

After the exchange takes place, feedback is provided in the format of an on-line electronic survey on the CEPOL LEEed platform. A narrative report is submitted by the participants to CEPOL via email as pdf-file. In case of participants of the CEPOL CT2 project, feedback and narrative report has to be sent by email.

Paper copies of the applications and the narrative reports are stored in locked cupboards.

Who are the recipients of the data being processed?

- Dedicated CEPOL staff members (the Training Unit CEP Team and part of the International Cooperation Unit Team managing the exchanges);
- National Exchange Coordinators (only in relation to the outcome of the matching process, name, email address of the candidates to be hosted);
- National Contact Points (only in relation to the outcome of the matching process, name, email address of the candidates to be hosted);
- Frontex staff members dealing with exchange in the case of the CEPOL-Frontex joint exchanges (in relation to the application forms, narrative reports and summary with statistical information from the feedback received);
- EJTN staff members dealing with exchange in the case of the CEPOL-EJTN joint exchanges (in relation to the application forms and summary with statistical information);

Privacy Statement Of CEPOL Exchange Programme

Document number: FO.DAPR. 007-2

Approval date: 17/06/2020



- External contractor³ booking travel and accommodation services for CEPOL (only in relation to data contained in the Travel Request form and, sometimes, in the Activity Plan (if sent together in one merged document));
- LEEed users accessing the LEEed platform of the Exchange Programme (only for the identification data of the NECs);
- General public via the CEPOL publications (only for extracts of narrative reports of exchange participants);
- CEPOL Internal Audit Panel and/or the Internal Control Officer (if relevant);
- EU bodies (upon request): European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission, European Court of Auditors.

Is data transferred to third countries or international organisations?

In case of exchanges taking place outside the EU/EEA it is possible that transfer of data to third countries takes place. The transfer is limited only to the data necessary for the implementation of the exchange and is done on the basis of a consent of the data subjects in line with the requirements of Article 50(1)(a) of Regulation (EU) 2018/1725.

What rights do data subjects have?

Data subjects have the right to access their personal data and the right to request from the controller rectification or erasure of personal data. Data subjects have the right to request restriction of processing of personal data concerning them or to object to the processing of their data.

Data subjects can refuse and/or withdraw their consent with respect to further processing of their data. In addition, and in case the processing is carried out by automated means, data subjects have the right to receive their personal data in a structured, commonly used and machine-readable format.

Substantiated requests should be emailed to headoftru@cepol.europa.eu, to HoU.TRU@frontex.europa.eu (in case of CEPOL-Frontex joint exchanges), to aude.magen@ejtn.eu (in case of CEPOL-EJTN joint exchanges) or to HeadofICU@cepol.europa.eu (in case of Project Led Exchanges).

The time limit to block/erase data on justified grounds at the request of data subjects is 15 working days from the date of receipt of such a request.

General requests can be emailed to the CEPOL Data Protection Officer at DPO@cepol.europa.eu.

How long is your data retained by CEPOL?

Personal data related to successful applicants are stored for a maximum period of 3 years after the year the exchange took place.

Personal data related to unsuccessful candidates are stored for a maximum period of 1 year which is the year the application was submitted.

³ Subject to Regulation (EU) 2016/679, the so-called General Data Protection Regulation (GDPR).

Privacy Statement Of CEPOL Exchange Programme	Document number: FO.DAPR. 007-2
	Approval date: 17/06/2020



The identification data of the National Exchange Coordinators, remain for the whole period someone acts as a NEC.

Who should you contact for more information on the processing of your personal data by the Agency?

Data Protection Officer (DPO)

Within CEPOL, there is a data protection officer. This person is independently responsible for ensuring the internal application of Regulation (EU) 2018/1725 and that the rights and freedoms of the data subjects are not likely to be adversely affected by the processing operations. The DPO keeps a register of all processing operations of personal data carried out by the Agency.

The DPO also provides advice and makes recommendations on rights and obligations of data controllers and data subjects. CEPOL's DPO can be contacted at dpo@cepol.europa.eu.

European Data Protection Supervisor (EDPS)

The [European Data Protection Supervisor](#) is an independent supervisory authority with responsibility for monitoring and ensuring the application of data protection rules by EU Institutions and Bodies, which includes CEPOL. The EDPS provides advice to EU Institutions and Bodies on all matters relating to the processing of personal information and cooperates with national supervisory authorities to improve protection of personal information.

What should you do if you believe your data is being misused by the Agency?

If you believe your data is being misused by CEPOL, or is otherwise not compliant with your rights and freedoms under Regulation (EU) 2018/1725, you should notify CEPOL Head of Training and Research Unit (headoftru@cepol.europa.eu) or Frontex Head of Training and Research Unit (HoU.TRU@frontex.europa.eu) (in case of CEPOL-Frontex joint exchanges), or the Head of Exchange Programme Unit (aude.magen@ejtn.eu) (in case of CEPOL-EJTN joint exchanges) or HeadofICU@cepol.europa.eu (in case of Project Led Exchanges).

You may also contact the Agency's DPO to inform him/her of any issues related to the processing of your data. If the problem is not rectified after contact with the data controller and DPO, every data subject has the right of recourse to lodge a complaint with the EDPS, as provided for by Article 63 of Regulation (EU) 2018/1725.