

Privacy Statement	Document number:	RE.DAPR.009-2
	Approval date:	31/08/2015

Privacy Statement for Processing Personal Data in CEPOL Residential Courses, Seminars and Conferences

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:

Data Controller	Head of the Training and Research Unit
Purpose of processing	Preparation, implementation and evaluation of CEPOL residential courses, seminars and conferences.
Data subjects	<p>Participants and experts/lecturers/trainers attending CEPOL residential courses, seminars and conferences from:</p> <ul style="list-style-type: none"> - Law enforcement institutions and national training institutes within the Member States of the European Union which are part of the CEPOL network; - Law enforcement institutions and national training institutes of non-Member States of the European Union, in particular the candidate countries and associated countries, with which CEPOL has been concluded an agreement; - Relevant organisations/agencies in the field of law enforcement cooperating with CEPOL, including private sector and other civil organisations.
Data categories	<ul style="list-style-type: none"> - First name and family name - Title and Function - Nationality - Date of birth - Country - Postal address - Mobile and Office phone - Organisation with address - Flight itinerary - Financial Details (bank, account, IBAN etc.) for experts/trainers/lecturers - Email - Vehicle registration number (if applicable) - Name and email of the supervisor or line manager for participants - Dietary or special requirements - Photos and filming (taken during the residential courses and seminars)
Data collection	<p>Course participants and experts/trainers/lecturers are primarily selected from the CEPOL network and nominated by the National Contact Points; the nominations are forwarded to the Training and Research Unit for further processing.</p> <p>Personal data is processed by authorised staff only and kept in</p>

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	<p>computer folders or physical files with restricted and secure access.</p> <p>Data is not transferred to third countries or international organisations. If such transfer is foreseen, Article 9 of Regulation (EC) 45/2001 on <i>Transfer of personal data to recipients, other than Community institutions and bodies, which are not subject to Directive 95/46/EC</i> applies.</p>
Data recipients	<p><i>Relevant CEPOL staff:</i></p> <ul style="list-style-type: none"> - Officers in the Training and Research Unit responsible for preparing, implementing and evaluating the residential courses, seminars and conferences - Actors in the financial workflow - Logistics Team - Receptionists - Communications Team - Internal Control Officer (upon request) <p><i>CEPOL network:</i></p> <ul style="list-style-type: none"> - Relevant Course Managers, Contact Points, participants, experts/lecturers/trainers for the activity in which they are participating (country and sending organisation, first name and family name, email, mobile and office phone) <p><i>Third parties:</i></p> <ul style="list-style-type: none"> - Service providers for travel, transport, accommodation, catering (flight itinerary, first name and family name, country, dietary or special requirements, mobile phone and email, date of birth, passport number) - General public primarily through the CEPOL website and social media channels (photos and filming taken during the residential courses, seminars and conferences)
Nature of response	Data Subjects are providing voluntarily their personal data
Right to access, to rectify, to block, to erase, to object data	<p>Data Subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data. Data Subjects can obtain from the Data Controller the rectification of inaccurate or incomplete personal data concerning them. 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 data.</p> <p>Substantiated requests should be e-mailed to the training@cepol.europa.eu. 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 DPO@cepol.europa.eu.</p>
Right to obtain notification	The data is transferred to third parties without notification to the

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to third parties	Data Subjects concerned is as follows: - Service providers for travel, transport, accommodation, catering (flight itinerary, first name and family name, country, dietary or special requirements, mobile phone and email, date of birth, passport number)
Legal basis of the processing operation at stake	Article 5 (a) and 5 (d) of Regulation (EC) 45/2001
Data retention	<p>Personal data of participants and experts/trainers/lecturers who attended residential courses, seminars and conferences will be stored for a maximum period of 5 years after completing the implementation of residential courses, seminars and conferences (Annual Work Programme).</p> <p>Personal data of participants and experts/trainers/lecturers who could not attend residential courses, seminars and conferences will be stored for a maximum period of 2 years.</p> <p>Personal data shall be erased in January every year for the years N-5 and/or N-2.</p> <p>Data is not stored for longer periods than mentioned above for historical, statistical or scientific purposes.</p>
Contact information	<p>Data Controller: training@cepol.europa.eu</p> <p>Data Protection Officer: DPO@cepol.europa.eu</p>
Right to have recourse	The Data Subjects shall have right of recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).