

## Privacy Statement for Processing Input to Webinar Needs Analysis

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>	In order to establish the list of webinars for the CEPOL Annual Single Programming Document an analysis of the needs for webinar topics is carried out (WNA). The objectives of this analysis are threefold: Listing of webinars to be included on the Annual Webinar Calendar, in terms of aim, target audience, category and justification of the identified needs for the events; Identification of Member States' availability to organise webinars; Identification of webinar presenters from the Member States. To enable performing annual WNA, the set of personal data are collected from respondents.
<b>Data categories</b>	In order to provide input to the WNA, the following personal data is requested from the CNU's, OCP's and relevant partners via LimeSurvey: <ul style="list-style-type: none"> <li>• Country</li> <li>• Organisation</li> <li>• Name</li> <li>• Work email</li> <li>• IP address (stored automatically)</li> </ul>
<b>Data collection</b>	The WNA is set as an open survey in the LimeSurvey. The LimeSurvey is an open source online survey application, which enables to collect responses, create statistics and export the resulting data to other applications. WNA is performed through following steps: <p>[1] The link to access the survey is disseminated through CNU's and OCP's only. This link enables accessing the survey and providing with required information to the WNA. The survey is open for 3 – 4 weeks.</p> <p>[2] Once the input is submitted, the survey is closed at LimeSurvey and raw data exported to a separate excel format file. Survey is deleted from the LimeSurvey server approximately 2 weeks later. Raw data are stored at CEPOL.</p> <p>[3] Submitted raw data are processed by dedicated CEPOL officer. Answers are anonymous in the final report.</p>
<b>Data recipients</b>	The Webinar Contact Point(s) (CEPOL staff) eLearning officer (CEPOL staff)
<b>Nature of response</b>	Data Subjects are providing voluntarily their personal data
<b>Data retention</b>	Personal data collected from respondents is stored for a maximum of n + 2 years to enable performing analysis of queries made.  Personal data is not stored for longer periods than mentioned above for historical, statistical or scientific purposes.

<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:webinars@cepol.europa.eu">webinars@cepol.europa.eu</a>. 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>	<p>Personal data collected from respondents is not transferred to third parties</p>
<b>Legal basis of the processing operation</b>	<p>Article 5(a) of Regulation (EC) 45/2001          Article 5(d) of Regulation (EC) 45/2001</p>
<b>Contact information</b>	<p>Data Controller: <a href="mailto:webinars@cepol.europa.eu">webinars@cepol.europa.eu</a>          Data Protection Officer: <a href="mailto:DPO@cepol.europa.eu">DPO@cepol.europa.eu</a></p>
<b>Right to have recourse</b>	<p>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>).</p>