



EUROPEAN COMMISSION

**Privacy statement for the organisation, management
and follow up to “Young African Leaders Programme”**

PROTECTION OF YOUR PERSONAL DATA

**This privacy statement provides information about
the processing and the protection of your personal data.**

Processing operation: “Young African Leaders Programme”

Data Controller: DG INTPA/A2 – *Regional and Multi-Country Programmes for Africa*

External Data Processor: European University Institute/School of Transnational Governance (EUI/STG), international organisation.

Record reference: *DPR-EC-08047*

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation for the programme “Young African Leaders Programme” (YALP) undertaken by *DG INTPA/A2* is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: DG INTPA (referred to hereafter as Data Controller) collects and uses your personal information to:

- ensure an adequate organization, management, follow-up, communication and promotion of the “Call for Applications” YALP to verify that applicants respect all eligibility criteria, to determine the category of eligible participants, to select the winners. The call is launched by the European University Institute/School of Transnational Governance (EUI/STG) and aims to provide scholarships to mid-career policy experts from Sub-Saharan Africa to attend a three-months leadership programme and further develop their policy work and professional skills amidst international experts.
- to contact of each preselected applicants following the conclusions of the YALP Selection Committee, composed of EUI/STG and DG INTPA representatives, which will steer the selection process. Jury meeting taking place this year and to publish the results of the selection procedure.

Participants will introduce their personal details by submitting their application via e-mail.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, 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.

Article 58(2) (d) of the EU Financial Regulation: The Coordination and promotion of awareness on development issues appropriations are implemented without a basic act by virtue of tasks deriving from the Commission’s institutional prerogatives , as provided for by Article 58(2) (d) Regulation (EU, Euratom) 2018/10461 in line with the DG INTPA’s political priorities.

Which personal data do we collect and further process?

In order to carry out this processing operation *the Data Controller* collects the following categories of personal data of applicants:

- Name;
- Function;
- Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, etc.);
- Letter of motivation
- Copy of the highest educational certificate
- Sample of their work (if received)
- Letters of References
- Information for the evaluation of selection criteria or eligibility criteria: expertise, technical skills and languages, educational background, professional experience, including references and details on current and past employment;
- For selected applicants: Bank account reference (IBAN and BIC codes), passport number, ID number for visa facilitation purpose.

4. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#).)

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

The European University Institute acting as external service provider on the Commission's behalf.

For visa facilitation purposes, we may share some personal data with the Italian authorities.

Publication on the EUI website, newsletters, social media channels (Twitter, Facebook, Instagram, LinkedIn) of pictures or stories concerning the successful applicants.

6. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

7. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller,

INTPA A2 – Regional and Multi-Country Programmes for Africa: INTPA-A2@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

8. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-08047**