



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

Processing operation: *Training programme for capacity building in pollinator taxonomy (EPIC)*

Data Controller: *European Commission, DG Environment, Unit ENV.D2 - Natural Capital and Ecosystem Health*

Data Processors:

Capacity building in wild bee para-taxonomy – EPIC-bee: University of Mons

Capacity building in hoverfly para-taxonomy – EPIC-fly: Universidad de Alicante

Capacity building in butterfly para-taxonomy – EPIC-butterfly: UK Centre for Ecology & Hydrology (UKCEH)

Record reference: *DPR-EC-1063*

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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.

This privacy statement concerns the following processing operations undertaken by the Commission (DG Environment, Unit ENV.D2 - Natural Capital and Ecosystem Health) as presented below:

- **PURPOSE 1:** Selection of trainees and implementing the EPIC training programme.
- **PURPOSE 2:** Publication of trainees’ and trainers’ personal data and group photos of the training session on the Pollinator Academy website (<https://pollinatoracademy.eu/>) and the websites of the EPIC projects.
- **PURPOSE 3:** Provision, on request, to national authorities, or public institutions dealing with pollinator monitoring the list with the different levels of certification obtained per each trainee, with a view to creating and maintaining a community of experts capable of implementing a monitoring programme for pollinators, as required under the EU Nature Restoration Regulation (Regulation (EU) 2024/1991).

The operations will be processed by the following external companies (i.e. Data Processors) on behalf of the Commission in the context of the execution of the following contracts:

*Capacity building in wild bee para-taxonomy – EPIC-bee:
University of Mons, Place du Parc 20, 7000 Mons, Belgium*

*Capacity building in hoverfly para-taxonomy – EPIC-fly:
Universidad de Alicante, Campus de San Vicente, Ctra. San Vicente del Raspeig s/n, ES-03690
Alicante, Spain*

*Capacity building in butterfly para-taxonomy – EPIC-butterfly:
UK Centre for Ecology & Hydrology (UKCEH), Maclean Building, Benson Lane Crowmarsh Gifford
Wallingford Oxfordshire OX10 8BB, United Kingdom*

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

Purpose of the processing operation: The Commission collects and uses your personal information within the framework of the three contracts aimed at capacity building in pollinator taxonomy (EPIC-bee, EPIC-fly, and EPIC-butterfly), specifically for organising training programmes on pollinator para-taxonomy and creating a database of experts trained in the identification of pollinators (wild bees, hoverflies, and butterflies) and capable of implementing a monitoring programme for pollinators, as required under the EU Nature Restoration Regulation (Regulation (EU) 2024/1991).

Your data are collected and used by the Data Processors, University of Mons, Universidad de Alicante, and UK Centre for Ecology & Hydrology, on behalf of the Commission for the three purposes listed above.

More specifically, the processing operation concerns the following processing activities and purposes:

- **PURPOSE 1:** Selection of trainees and implementing the EPIC training programme (in particular sending the list of applicants from MSs and online forms, between Data Processors and the regional/national partners, trainers and leaders for the purpose of selection of participants, reporting to the Commission, asking for feedback from trainees, and sending additional complementary materials, if applicable)
- **PURPOSE 2:** Publication of trainees' and trainers' personal data and group photos of the training session on the Pollinator Academy website (<https://pollinatoracademy.eu/>) and the websites of the EPIC projects. Personal data made available online on these websites is published with explicit authorisation given by the data subjects. The data subjects are not photographed individually but in groups. Data subjects are photographed on a voluntary basis and have the possibility to object to processing.
- **PURPOSE 3:** Provision, on request, to national authorities, or public institutions dealing with pollinator monitoring the list with the different levels of certification obtained per each trainee, with a view to creating and maintaining a community of experts capable of implementing a monitoring programme for pollinators, as required under the EU Nature Restoration Regulation (Regulation (EU) 2024/1991).

Panoramic group photographs of participants will be taken and published in the context of the training on Pollinator Academy website (<https://pollinatoracademy.eu/>) and EPIC projects websites.

Participants that do not wish to be part of the above publishing activities have the possibility to object to processing.

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

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

The processing operations on personal data, linked to the organisation, management, follow-up and promotion of the meeting or event (including web-streaming, photos, audio-visual recording) are necessary for the management and functioning of the Commission, as mandated by the Treaties. Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union. *Further specific legal provisions may be provided in the privacy statement of a specific meeting or event.*

Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

We process your personal data, because processing is necessary for an effective implementation of the training programmes for capacity building in pollinator taxonomy, communication purposes, and for creating a database of experts capable of implementing a monitoring programme for pollinators, as required under the EU Nature Restoration Regulation (Regulation (EU) 2024/1991).

The processing operations on personal data of the speakers for the meeting or event with whom a contract is concluded, are carried out in line with the contractual provisions. Consequently, that

processing is necessary and lawful under Article 5(1)(c) of Regulation (EU) 2018/1725 (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

Your consent is required for the following actions:

- the processing of your personal data relating to your dietary requirements and/or access requirements;
- the sharing of your personal data relating to the selection process (from MSs to Data Processors; from Data Processors to regional leaders, partners and trainers; from regional leaders and partners to Data Processors; from Data Processors to the Commission)
- the sharing of the meeting or event participants list containing your name, affiliation and email address with other participants.
- the sharing of your personal data containing your name, affiliation, email address and level of certification with national authorities, or public institutions dealing with pollinator monitoring for the purpose of creating and maintaining a community of experts capable of implementing a monitoring programme for pollinators, as required under the EU Nature Restoration Regulation (Regulation (EU) 2024/1991);
- the processing of your personal data containing your name, affiliation, and email address for inviting you to future events the data controller may organise;
- the processing of your personal data containing your name, affiliation, and email address for managing your subscription to a newsletter of the data controller.
- the publishing of personal data (First name and surname, Country and Group photos of the trainees and trainers that attended the trainings) on Pollinator Academy website (<https://pollinatoracademy.eu/>) and websites of EPIC projects.

If you opt-in, you are giving us your explicit consent under Article 5(1)(d) of Regulation (EU) 2018/1725 to process your personal data for those specific purposes. You can give your consent via a clear affirmative act by ticking the box(es) on the online registration form.

Your consent for these services can be withdrawn at any time by sending an email to the following address :

- For EPIC-Bee: sarah.lescot@umons.ac.be
- For EPIC-Fly: epicflyproject@gmail.com
- For EPIC-Butterfly: epicbutterfly@bc-europe.eu

3. Which personal data do we collect and further process?

In order to carry out this processing operation, the Data Processors (the University of Mons, the Universidad de Alicante, and the UK Centre for Ecology & Hydrology) collect the following categories of personal data:

TYPE 1 data used for PURPOSE 1 above:

- Gender
- First name and surname
- Date of birth
- Email
- Country of residence
- City
- Company/institution name, if any
- Type of organization, if any
- Level of previous knowledge
- Language skills
- Information related to travel and accommodation
- Involvement in EUPOMS
- Other remarks (food preferences etc.)

TYPE 2 data used for PURPOSE 2 above:

- First name and surname
- Country of residence
- Group photos of the trainees and trainers that attended the trainings (data subjects are not photographed individually but in groups. Data subjects are photographed on a voluntary basis and have the possibility to object to processing)

TYPE 3 data used for PURPOSE 3 above:

- Gender
- First name and surname
- Email
- Country of residence
- City
- Company/institution name, if any
- Type of organization, if any
- Level of certification

4. How long do we keep your personal data?

The Data Processors (the University of Mons, the Universidad de Alicante, and the UK Centre for Ecology & Hydrology), as well as the Commission, only keep your personal data for the time necessary to achieve the objectives of the EPIC projects.

TYPE 1 data will be stored for the duration of the project that is until December 2026.

TYPE 2 data will be available on the Pollinator Academy website and EPIC projects websites for a maximum of 5 years.

TYPE 3 data will be kept by the Commission for a maximum of 5 years. After these periods, personal data will be destroyed.

Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the meeting or event, but no later than within **1 month** after the end of the meeting or event.

5. 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 on computers or servers of the Data Processors (the University of Mons, the Universidad de Alicante, and the UK Centre for Ecology & Hydrology). TYPE 3 data will also be stored on servers of the Commission. All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. 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.

The Commission's Data Processors (contractors the University of Mons, the Universidad de Alicante, and the UK Centre for Ecology & Hydrology) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Commission. The data Processors have to put in place appropriate technical and organisational measures to ensure the level of security, required by the Commission.

6. 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.

TYPE 2 personal data will be made public on a website of the Pollinator Academy website (<https://pollinatoracademy.eu/>) and the websites of the EPIC projects.

TYPE 3 data are made available, on request, to national authorities, or public institutions dealing with pollinator monitoring.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a

particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The Data Controller and Data Processors will not give the collected information to any other party, except to the extent and for the purpose we may be required to do so by law.

International transfers (applicable only to courses organised by EPIC-butterfly)

The European Commission will transfer your personal data to the recipients in a third country (the UK Centre for Ecology & Hydrology) in accordance with Regulation (EU) 2018/1725.

The legal basis for the transfer of your personal data should be specified in the specific privacy statement and could be one of the following:

- adequacy decision of the Commission for a specific country / commercial sector (Article 47 of Regulation (EU) 2018/1725);

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

7. 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. Under certain conditions, 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 have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a), on grounds relating to your particular situation.

Insofar you have consented to the certain processing of your personal data to the Data Controller for the present processing operation, you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

At any time, you can request removal of your personal data from the different databases by contacting the Data Controller. In this case personal data will be destroyed 30 days after the Data Controller received the request.

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 10 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.

In accordance with Article 14(3) of Regulation (EU) 2018/1725, your request as a data subject will be handled within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. In such case you will be informed of the extension of the time limit, together with the reasons for the delay.

8. 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.

European Commission, *DG Environment, Unit ENV.D2 - Natural Capital and Ecosystem Health* at EU-POLLINATORS@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.

9. 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-1063.