

Issued February 2022

CREATING NEW LEARNING RESEARCH

Key information

Controller

The Director of the ETF (director@etf.europa.eu)

Business owner

Erja Kaikkonen, Head of Policy and Public Outreach Department, Erja.Kaikkonen@etf.europa.eu

Data protection officer

Tiziana Ciccarone / Laurens Rijken, [DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)

Purpose of the processing

The purpose of processing is the logistics and administrative management of the call for participants to the CNL partnerships and inspirational cases, and follow-up surveys, case studies, sharing data of case studies publications on ETF web and social platforms.

Legal basis

The legal basis for the processing operations of personal data is Regulation No. 1339/2008 establishing the European Training Foundation (Recast), article 2, functions, (f).

Personal data

Personal data concerned are:

- *Name and contact details (address, Email, telephone) (all the persons representing participating institutions involved in the call)*
- *Answers to additional surveys and interviews, videos of case studies activities (persons selected for case studies)*

Recipients of the personal data

For all participants

- The initial call for participants survey is performed by Cyprus Neuroscience and Technology Institute, and Insight SA on behalf of the ETF, further on indicated as the Contractor, using an on-line survey tool.

For participants selected for follow-up (case studies, additional surveys, interviews, videos)

- The personal data is processed by the contractor
- Individual answers to follow-up surveys and interviews are not shared. Anonymised data (survey responses and interviews) are made available to the ETF team
- Videos and photos may be used publication purposes

Further information

Data retention

Personal data collected will be retained by the contractor for the duration of the research after which they will be deleted.

Survey data (without personal data) and interview data (anonymised) will be retained for 5 years after conclusion of the project by the ETF team.

Photos and videos published on ETF web and social platforms will be retained according to ETF photos and videos privacy statement¹.

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object or withdraw consent to the processing of personal data shall be addressed in writing to the [NewLearning@etf.europa.eu](mailto>NewLearning@etf.europa.eu) giving details of the request.

Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer ([DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

¹ <https://www.etf.europa.eu/en/about/compliance-transparency/public-access-to-documents/photos-and-video-privacy-statement>