



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** The Knowledge Centre on Interpretation (KCI)

**Data Controller:** DG Interpretation, Unit SCIC.01 (Strategy, Policy and Communication)

**Record reference:** DPR-EC-00347

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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 “Knowledge Centre on Interpretation” is presented below.

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

Purpose of the processing operation: Unit 01 in DG Interpretation collects and uses your personal information in order to facilitate the management of the Knowledge Centre on Interpretation, which is a **single go-to space** for anyone, anywhere, requiring information on any kind of interpreting and related disciplines.

The Knowledge Centre is a **platform of exchange**, in which to

1. **manage knowledge** in a more **modern, dynamic environment**,
  - upgrade and scale-up knowledge, information and tools
  - collate knowledge from other sectors and disciplines
2. **exchange knowledge** and create **synergies** through
  - international cooperation (capacity building)
  - contact with cross-disciplinary fora and research
  - closer collaboration with other Commission DGs
3. **disseminate knowledge** and standards
  - on conference interpreting
  - on other types of interpreting (public service, legal, humanitarian, sign interpreting).

The processing of the personal data is based on the voluntary registration of the users concerned. Data are collected so that the users can interact among themselves and with the moderators in DG Interpretation. This privacy statement covers all personal information that is held in DG Interpretation and exchanged via the communities in the KCI.

There is a static area to the KCI and a more dynamic part. The dynamic part is the ‘collaborative spaces’, under which registered users can create, join and post in ‘communities’. This area complements the static area, and content that is generated here may be published as user-generated content.

There are different types of community, these are:

- "public" communities, in which anyone can see and read the content that has been posted;

- "private" communities, where only members thereof can see the posted content, read and contribute.
- ITSU communities (Interpreter Training Support to Universities): a specific kind of private communities, which allow universities benefiting from interpreter training support during a given academic year to have their own private community. The main advantages of the ITSU communities is that different sub-sections and groups can be created, with differentiated accesses.

In order to see your private communities, and to be able to contribute actively to the public communities you must be a registered user and be logged in.

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:

the data subject has given consent to the processing of his or her personal data for one or more specific purposes (pursuant to Art. 5.1(d) of [Regulation \(EU\) 2018/1725](#)).

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation Unit 01, DG Interpretation, collects the following categories of personal data:

#### **1) Non-registered users:**

The platform integrates public spaces that may be accessed by anyone with a read-only access. There is no collection of personal data in that case. However, as the KCI is a European Commission website, the provisions of DPR-EC-00083 (Processing of personal data on European Commission web sites -within the europa.eu domain- including IP addresses, by visitors of the publicly available websites, to be found at <http://ec.europa.eu/dpo-register>) apply. This means that the Internet Protocol address (IP address) or the device ID of the device used to access the website is collected for every user.

#### **2) Registered Users (including Knowledge Centre Administrators):**

In order to connect with the Platform as its Registered User (including Platform Administrators) data subjects need to register via the European Commission 'EU Login' Authentication Service.

Personal data provided on this occasion are subject to the privacy statement of the European Commission Identity & Access Management Service (IAMS)<sup>1</sup>.

After registering via 'EU Login' Authentication Service, on the first connection with the Platform, a User Profile will be created in the Platform database and the following information will be automatically imported:

- first name, family name and email address.

Data subjects will be further invited to provide the following personal data/information in order to complete their User Profile (all optional fields with the exception of "Category" which is required):

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<sup>1</sup> See data processing notification DPR-EC-03187 Identity & Access Management Service (IAMS) at <http://ec.europa.eu/dpo-register>

- Category (professional category or student)
- Role
- Languages
- LinkedIn/Facebook/Twitter URL
- Others (a free text field)

The minimum information needed to complete a User Profile so that it is deemed complete and can be saved is the information created in EU Login (first name, surname and password).

### **3) Registered users of the private ITSU communities (Interpreter Training Support to Universities):**

The users of the ITSU communities are always DG Interpretation interpreters and administrative staff, as well as trainers and students of universities DG Interpretation cooperates with. For more information on the data collected during interpreter training support activities see DPR-EC-00348 (Management of interpreter training support activities in the European Union and enlargement countries).

The provision of personal data is not mandatory.

#### **5. How long do we keep your personal data**

Unit 01 of DG Interpretation only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for as long as you remain active on the site. At any moment, data subjects can either delete data in the Profile themselves or request the Platform Administrator to remove their User Profile from the Platform. Upon request by the data subject, data are deleted within 15 days of receiving the request and this will be confirmed in writing to the data subject.

To ensure the consistency of the Platform and the coherence of its content, in case of deletion of the User Profile contributions and comments made by the data subject will be kept on the Platform as long as the thread remains on the site.

Personal information on students in the ITSU communities is kept for the duration of their university course.

Further information on retention for content created in other systems (such as the Speech Repository or Pedagogical Assistance reports, as the KCI allows for the dissemination of this information) is available in the relevant records of processing (DPR-EC-00349 and DPR-EC-00348).

#### **6. 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 or of its contractors. 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. 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.

## **7. 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.

Unless it is posted in private communities, information that you post on the Knowledge Centre, as well as your first name and family name will be accessible to everyone via a read only access.

However, the data and information contained in your User Profile (with the exception of your email address) will only be visible to all the Registered Users and the general public if you expressly choose to have a publicly visible profile.

The full content of your User Profile including your email address will be visible to the Platform Administrators.

Your email address being part of your User Profile will be only communicated to the other individual Registered Users, if you explicitly agree to communicate these data via a dedicated functionality of the Knowledge Centre:

- In case another Registered User wants to contact you individually s/he can fill in a contact form provided on the Knowledge Centre by providing your name and the content of the message to be sent. You will then receive the message from this User at the email address used by your EU Login account. Your email address will not be visible to the User who contacted you. The email address of the User who contacted you will appear as the sender of the message. You may then respond to the sender and thus provide him/her with your email address.
- Conversely, in case you want to contact individually another Knowledge Centre User you will need to use the same Knowledge Centre functionality and provide thereby the User concerned with your e-mail address.

DG Interpretation staff interpreters giving pedagogical support to universities can retrieve and consult all information stored under the ITSU communities, in particular students' and trainers' names and language combinations.

## **8. 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 have consented to provide your personal data to Unit 01 of DG Interpretation 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.

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.

## **9. 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, [SCIC-Knowledge-Centre@ec.europa.eu](mailto:SCIC-Knowledge-Centre@ec.europa.eu).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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.

## **10. 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-00347.