



Information on processing the personal data (GDPR)

The National Agency for Community Programmes in the field of Education and Vocational Training, hereinafter referred to as the Agency, processes personal data in order to fulfil its obligations as a Programme Operator (PO) for the **Education, Scholarships, Apprenticeships and Youth Entrepreneurship Programme (ESAYEP)**, 2014-2021, hereinafter referred to as the *Programme*.

For the processing of personal data alleged by the implementation of the Programme, the Agency shall have the status of an authorised person.

In order to exercise the rights provided for by the law on the processing of personal data, such as the right of access, rectification or erasure, the interested parties may contact the Agency using the following e-mail address: **agentie@anpcdefp.ro**.

If the Agency receives requests made in the exercise of the rights provided for in the legislation on the processing of personal data, it will resolve them, in accordance with the national and European regulations in force.

Given that the processing is carried out, in certain cases and through IT systems managed, by other institutions involved in the Programme, it is not possible to exercise the rights provided by the legislation in the field of processing of personal data formulated verbally or by telephone, as it is not possible to immediately assess the requests made, and further assessments may be required at the level of the institution managing the processing.

Taking into account the provisions of Regulation 1725/2018, the Agency processes only the information strictly necessary for performing its functions regarding the implementation of the Programme in Romania.

The Agency, in its capacity as data operator, shall be responsible for ensuring the security of the processed data, including the aspects related to the prevention of unauthorised disclosure. In this context, and for the purposes of exercising your rights, you may be required to provide the proof of identity, including the request of providing a copy of an identity or travel document.

In order to ensure the implementation of the Programme, the Agency shall also process personal data in respect of which it is a personal data operator.

The purposes of such processing shall be limited in particular to the following activities:

- a) Financial economic management;
- b) Administrative management;
- c) Audit and evaluation;
- d) Communication;
- e) Human resources management;
- f) Studies and research

Such processing shall be carried out in accordance with the provisions of Regulation (EU) 1725/2018 of the European Parliament and of the European Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

Personal data will be deleted within 10 years of the completion of the Programme (30 April 2024).

As a person concerned, in accordance with the provisions of Articles 13 to 23 and Article 34 of

Regulation EU 1725/2018, you have the following rights:

1. The right to be informed about the processing activities; Right of access to data;
2. The right to rectification;
3. The right to erasure ('right to be forgotten');
4. The right to restriction of processing;
5. The right for recipients of data concerning you to be notified of the incidence of one of the situations listed in item 3-5 above;
6. The right to data portability, which you can exercise under certain conditions;
7. The right to object, which you may exercise under certain conditions;
8. The right not to be subject to a decision based solely on automated processing, including profiling;
9. The right to be notified of the occurrence of a security incident.

Requests concerning the processing of personal data made by the Agency as controller will be sent to the Agency: agentie@anpcdefp.ro or through postal services, in a closed envelope, at the address Splaiul Independenței, no. 313, Central Library of "Politehnica" University Bucharest, 1st floor, Sector 6, 060042, Bucharest, Romania.

The deadline for replying is one month. If the Agency receives a large number of such requests or the submitted application involves complex activities, the deadline can be extended by two months (according to the provisions of the EU Regulation 1725/2018).

For more information on the protection of personal data, you can contact the National Supervisory [Authority for Personal Data Processing](#) , based in G-ral B-dul. Gheorghe Magheru 28-30, Sector 1, postal code 010336, Romania.

