



## **Management of the administrative budget (speedwell)**

### **Data Protection Notice**

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

The following Data Protection Notice outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the management of the administrative budget.

#### **1. Who is responsible for processing your personal data (data controller)?**

The controller is the European Education and Culture Executive Agency, BE-1049 Brussels  
The person designated as being in charge of the processing operation is the Head of Unit of R1 (People, Workplace and Communication) of the EACEA.  
Email: [EACEA-HR@ec.europa.eu](mailto:EACEA-HR@ec.europa.eu)

#### **2. Which personal data are processed?**

Categories of personal data:

- NUP number can sometimes be processed
- Bank account reference (IBAN and BIC codes)
- Users' units, organizational structure, contract start date and end date, title, function
- Children's name school reference in the case of European School transport's invoice, crèche or afterschool Care Centre reference
- E-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address
- Name, surname, user login, office e-mail address
- Other: gender, nationality, VAT number, national insurance number, place and date of birth and other personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment).

In limited transactions, the health-related data of children of staff can be processed.

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

### **3. For which purpose do we process your data?**

The purpose of this process is to implement the administrative budget of the EACEA:

- Budgetary commitments: the transaction by which the EACEA earmarks funds to cover one or more future expense.
- Payments: the operation that releases the EACEA from an obligation to a creditor. A payment consists in transferring a financial amount to an external provider or a staff member's bank account.
- Recovery Orders: when the Agency has made a payment in excess, it must recover the amount due. This is done via a recovery order. The Authorising Officer, after the Accountant, must validate the existence of the debt before issuing the recovery order.
- Forecast of Revenue: the forecast of revenue (FoR) is a possible preliminary step in the recovery process.

In order to implement the administrative budget, EACEA uses the Speedwell IT tool. Speedwell is an application providing paperless workflow for the invoices and payments on the administrative budget.

EACEA also uses ABAC, a transversal, transactional information system allowing for the execution and monitoring of all budgetary and accounting operations by the Commission, an Agency or Institution. The system has been developed by the Commission and includes a comprehensive set of features to ensure compliance with the Financial Regulation and the Rules of Application.

### **4. Who has access to your personal data and to whom is it disclosed?**

Recipients are:

- The Finance team for treatment of the financial file
- The Operational Initiating Agent (OIA), the Financial Initiating Agent and the Financial Verifying Agent for treatment of the financial file
- Heads of Units/Sectors concerned by the financial procedure/ budget line
- The ERCEA's Speedwell system operators and internal auditors
- The EC's ABAC system's operators and internal auditors
- EACEA Accountant

In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes the following recipients:

- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure
- The European Anti-Fraud Office (OLAF)
- The Internal Audit Service of the Commission
- The Investigation and Disciplinary Office of the Commission (IDOC)
- The European Court of Auditors
- The European Ombudsman
- The European Public Prosecutor's Office
- EU courts and national authorities

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

Files relating to financial transactions are to be retained for a period of 5 years following the discharge of the financial exercise decision in compliance with foreseen in article 29 of the Standard Financial Regulation for Executive Agencies - [Regulation \(CE\) N. 1653/2004 of the Commission of 21 September 2004](#). The discharge of the financial exercise generally takes place 2 years after the financial year (personal data is thus retained as a rule for a total of 7 years); However, personal data is also kept until the end of a possible audit if it started before the end of the above-mentioned period.

For the data stored in ABAC please see the corresponding data protection record (section retention period): <https://ec.europa.eu/dpo-register/detail/DPR-EC-00301.3>

Speedwell: all supporting documents uploaded in Speedwell either by the financial actors or automatically from ABAC are merged in a single document which is attached for justification purposes in ABAC at the end of the transaction. The few documents directly attached into Speedwell (emails, notes to the file) and not marked as 'confidential' are also kept in the system for five years.

## **6. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

As this processing of your personal data is based on point of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

Article 25 of data protection regulation provides that, in matters relating to the operation of EU institutions and bodies, the latter can restrict certain rights of individuals in exceptional circumstances and with the safeguards laid down in that Regulation. Such restrictions are provided for in internal rules adopted by EACEA and published in the [Official Journal of the European Union](#).

Any such restriction will be limited in time, proportionate and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive a more specific data protection notice when this period has passed.

As a general rule you will be informed on the principal reasons for a restriction unless this information would cancel the effect of the restriction as such.

You have the right to make a complaint to the EDPS concerning the scope of the restriction.

## **7. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time:  
<https://edps.europa.eu>.

#### **8. On which legal basis are we processing your personal data?**

Article 5(1)(a) of the data protection regulation: 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.

Under Article 5(1)(a), the applicable legal basis are:

- Commission Implementing Decision 2021/173 establishing the European Education and Culture Executive Agency;
- Commission Decision C(2022)5057 and its annexes delegating powers to EACEA for the management of programmes in the MFF 2021-2027;
- Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union, repealing Regulation (EU, Euratom) No 966/2012;
- Commission Regulation (EC) No 651/2008 of 9 July 2008 amending Regulation (EC) No 1653/2004 on a standard financial regulation for the executive agencies;