

AGENCY DATA PROTECTION INFORMATION

This leaflet explains how the European Agency for Special Needs and Inclusive Education (the Agency) collects, protects and processes your data when you take part in Agency activities. For more detailed information, please read the Agency's Privacy Policy.

Please take time to read the information in this leaflet carefully. You may discuss it with others if you wish.



Taking part in Agency activities: what are my rights?

It is up to you to decide if you want to take part in an Agency activity.

If you decide to take part, you are free to withdraw at any time. You do not have to give a reason.

You can always review your personal data and ask us to correct or delete it. You can also tell us not to share or process your personal data.

If you have any questions or complaints, please contact the Agency's Personal Data Protection Working Group (privacy@european-agency.org).



What type of personal data do we collect? And why?

For your participation, we may need to collect, store and use these types of data about you:

- **Contact details** (full name, email address – for example, to contact you)
- **Personal details** (date of birth, gender, nationality, ID number, accessibility needs, dietary needs – for example, to book travel, hotels, venues, meals)
- **Bank account details** (for example, for fee payments or travel reimbursement)
- **Photos, videos and audio recordings** (for example, for reports and videos to disseminate Agency work; for notetaking purposes in meetings and focus group discussions).



How do we protect your personal data?

We have internal controls to protect your personal data and make sure it is not lost. We will make sure that nobody can use or access your data without permission.

Only people working for the Agency who need to access your data for the purposes of this activity will have access to it.

We will only keep your personal data for as long as necessary to complete the activity.



Who else will have access to/process my personal data?

We may need to share your personal data with others when you take part in Agency work. This may include sharing relevant data with:

- travel agents, hotels and restaurants (when you attend Agency events);
- service providers for specific purposes (such as information technology and recruitment services);
- auditors and tax authorities (if required by law).



Contact

If you have any questions or would like more information on this topic, please contact the Agency's Personal Data Protection Working Group: privacy@european-agency.org.

Secretariat: Østre Stationsvej 33, DK-5000, Odense C, Denmark
Tel: +45 64 41 00 20, secretariat@european-agency.org

Brussels Office: Rue Montoyer 21, BE-1000, Brussels, Belgium
Tel: +32 2 213 62 80, brussels.office@european-agency.org

www.european-agency.org