

Specific Privacy Statement on the processing of personal data in the context of the EUIPO Trade Mark and Design Education Programme

Participants

The protection of your privacy is of high importance to the European Union Intellectual Property Office ('EUIPO' or 'us' or 'the controller') and we feel responsible for the personal data that we process on your behalf. Therefore, we are committed to respecting and protecting your personal data and ensuring the efficient exercising of your data subject's rights. All the data of personal nature, namely data that can identify you directly or indirectly, will be handled fairly and lawfully with the necessary due care.

This processing operation is subject Regulation (EU) 2018/1725 of the European Parliament and of the Council 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. The information in this communication is given pursuant to Articles 15 and 16 of the Regulation (EU) 2018/1725.

1. What are the nature and the purpose(s) of the processing operation?

The processing of the data is necessary for the enrolment as a candidate and participating in the ETMD EP, management of the payment of the course fees, enrolment in the eLearning course on the Academy Learning Portal, the admission to the final examination, for the records of successful Participants aimed at including them in the Alumni Scheme or issuing of duplicates of certificates.

2. What personal data do we process?

The categories/types of personal data processed are the following:

- Identification data
 - Name and surname,
 - Date of birth,
 - Nationality,
 - Address,
 - EUIPO Representative ID number,
 - Valid copy of passport or ID,
 - Telephone number,
 - E-mail address and EUIPO user account,
 - Diploma for finished Law studies or Certificate of membership in a Bar association (in exceptional cases).
- Financial data
 - Bank account details / credit card details.
- Health data
 - Medical certificate proving inability to follow the course (only in exceptional cases).

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3. Who is responsible for processing the data?

The processing of the personal data is carried out under the responsibility of the Director of the EUIPO Academy, acting as delegated EUIPO data controller.

Personal data are processed by:

- EUIPO Trade Mark and Design Education Programme project team, and the Members of the Steering Committee and the Examination Board (some of them are EUIPO staff and other not).
- Academy for activities related to the administrative functioning of the ETMD Education Programme and for the administration of the e-Learning course in the Academy Learning Portal (Moodle) in accordance with DPR-2018-004.
- Deloitte, as an external processor providing services to Human Resources Department (consultancy services related to the EUIPO ALP), for project support to the ETMD Education Programme may have access to the data.
- EUIPO Infrastructure and Buildings Department as internal processor and Pomilio Blumm as external processor, providing services to IBD as described in DPR-2019-007.
- Digital Transformation Department for the management of IT systems involved.

4. Who has access to your personal data and to whom are they disclosed?

It is not foreseen that the personal data is disclosed to any recipients other than the processors, although fellow participants in the programme will have access to the list of participants.

Personal data are not intended to be transferred to third country.

5. How do we protect and safeguard your information?

We implement appropriate technical and organisational measures in order to safeguard and protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to them.

All personal data related to the management of participants to the ETMD EP are stored in secure IT applications (e.g. ShareDox) according to the security standards of the Office as well as in specific electronic folders accessible only to the authorised recipients. Appropriate levels of *access are granted* individually only to the above recipients.

The database is password protected under single sign-on system and automatically connected to the user ID. The e-records are held securely so as to safeguard the confidentiality and privacy of the data therein.

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6. How can you obtain access to information concerning you and, if necessary, rectify it? How can you receive your data? How can you request the erasure of your personal data or restriction of processing or object processing?

You have the right to access, rectify, erase, and receive your personal data, as well as to restrict and object to the processing of your data, in the cases foreseen by Articles 17 to 24 of the Regulation (EU) 2018/1725.

If you would like to exercise any of these rights, please send a written request explicitly specifying your query to DPOexternalusers@euipo.europa.eu.

Your request will be answered without undue delay, and in any event within one month of receipt of the request. However, according to article 14 (3) of the Regulation (EU) 2018/1725, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. We shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

7. What is the legal basis for processing your data?

Processing is based on Article 5.1(d) of the Regulation (EU) 2018/1725.

By submitting this application the Candidate and/or Participant unambiguously gives his/her consent to the processing of the data in the context of the EUIPO Trade Mark and Design Education Programme.

8. How long do we store your data?

Your personal data will be kept only for the time necessary to achieve the purpose(s) for which they will be processed.

- Personal data of Candidates whose applications will not be accepted will be deleted within 1 month after the end of the registration phase.
- The activities in the scope of the eLearning course such as: results of electronic self-assessment tests; participation in forums or discussions; submission of written assignments, etc. will be governed by the EUIPO Academy Learning Portal DPR-2018-004 and Privacy Statement and the retention policy applicable to the Academy Learning Portal. Access to the eLearning Course will be removed 3 months from the communication of the final results to the Participants.
- The exam papers from the written exam and the evaluations of the oral exam will be kept until the end of the Appeal procedure of the corresponding course cycle, which is 3 months (from the notification of the results) then they will be destroyed.
- Personal data of the participants who will not pass the final examination will be kept for 12 months from the final decision confirming the failing grade in order to allow them to participate in the next course cycle and sit the final exams again.

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- List of successful Participants will be kept for fifty years in order to be able to assess petitions for inclusion in the Alumni scheme or petitions for issuing a duplicate of the Certificate.
- Medical certificates, requested only in exceptional cases, will be kept 1 month after the collection takes place.

In addition, information related to the organization of the event will be retained as defined in the EUIPO External Contractor's DPR-2019-007. This includes personal and financial data related to the enrolment of candidates.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

9. Whom should you contact if you have questions/queries concerning the processing of your personal data?

Should you have any queries/questions concerning the processing of your personal data please contact DPOexternalusers@euipo.europa.eu.

Recourse:

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor: edps@edps.europa.eu.