



## **DATA PROTECTION NOTICE**

### **for the EUAA Training Reference Group**

#### **1. Introduction**

The European Union Agency for Asylum (hereinafter 'the EUAA' or 'the Agency') is committed to protecting your privacy. The EUAA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#)<sup>1</sup> (hereinafter 'the EUDPR').

This Data Protection Notice explains *inter alia* the reasons for the processing of your personal data, the way we collect, handle, and ensure protection of your personal data 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, as well as of the Data Protection Officer (DPO) and the European Data Protection Supervisor (EDPS) to which you may have recourse as well to exercise the said rights.

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

The EUAA Training Reference Group reviews training material and contributes to the continuous quality enhancement of the European Asylum Curriculum. The expertise of the Reference Group plays an essential role when shaping the final version of any EUAA training tool/product.

The Training Reference Group consists of representatives from different organisations, specifically the European Commission, the European Union Agency for Fundamental Rights (FRA), the European Border and Coast Guard Agency (Frontex), the United Nations High Commissioner for Refugees (UNHCR) and civil society stakeholders (European Council on Refugees and Exiles).

Processing of personal data happens via-a-vis the following categories of data subjects:

- Individuals who act as contact points of their organisation for the Training Reference Group: in this context, your personal data is processed for the purpose of communicating with the group during the performance of its tasks.
- Individuals who act as reviewers on behalf of their organisation: in this context your personal data is not collected directly and systematically by us. We may receive your name along with your comments in the context of the commenting rounds while you perform review of the training materials that have been assigned to you.

In addition, your personal data may be processed for organising annual meetings and other events linked to the area of work of the group.

#### **3. On what legal ground(s) do we process your personal data?**

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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, OJ L 295, 21.11.2018, p. 39-98.





We process your personal data on the basis of Article 8 of [Regulation \(EU\) 2021/2303](#)<sup>2</sup> (hereinafter ‘the EUAA Regulation’), which provides that the Agency’s tasks include: “assist[ing] Member States as regards training and, where appropriate, provid[ing] training to Member States’ experts from all national administrations, courts and tribunals, and national authorities responsible for asylum matters, including through the development of a European asylum curriculum”.

More specifically, Article 8 of the EUAA Regulation provides, inter alia, that the Agency “shall establish, develop and review training for members of its own staff and members of the staff of relevant administrations, courts and tribunals, and of national authorities responsible for asylum and reception” and “shall develop a European asylum curriculum [...] to promote best practices and high standards in the implementation of Union law on asylum”, offering such high quality training “with a view to ensuring greater convergence of administrative methods, decisions and legal practices, while fully respecting the independence of national courts and tribunals”. Consequently, the processing operation is lawful under Article 5(1) point (a) of the EUDPR given that it is necessary for the performance of the tasks that the Agency has been vested with by virtue of its mandate.

In addition, in so far as your involvement is voluntary, we process your personal data on the basis of your consent. Consequently, this processing operation is also lawful under Article 5(1) point (d) of the EUDPR.

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

The following (categories of) personal data may be processed:

- If you are a contact point for your organization: first name, last name, email address, employing organisation and function/role.
- If you are a reviewer on behalf of an organization: first name, last name, email address, employing organisation, function/role and your comments.

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

Your personal data are stored for as long as you are a member of the EUAA Training Reference Group as a contact point. In case you are a reviewer, your name, surname, and feedback and comments related to the update, upgrade and development of training material will remain stored for one year after the completion of each project in order to enable the responsible EUAA employees to refer to them. After one year, the previously mentioned data will be deleted.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, etc.) are stored on the servers of the EUAA. In order to protect your personal data, the EUAA has put in place a number of technical and organisational measures as required under Article 33 of the EUDPR. 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

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<sup>2</sup>. Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, OJ L 468, 30.12.2021, p. 1-54.

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?**

The following (categories of) recipients have access to your personal data:

- The responsible staff of the EUAA Training and Professional Development Centre who will assist the Group during its activities concerning the upgrade, update, and development of training material.
- Other external experts and members of the content experts' group of a specific project may have access to: names, surnames, email address. This may happen when comments provided on training material during review or co-development are shared within the content experts group, or when emails are sent for sharing relevant information.

**8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?**

No transfer of your personal data to third countries or international organisations (outside the EU/EUAA) will take place.

**9. Does this processing involve automated decision-making, including profiling?**

No, this processing does not involve automated decision-making.

**10. What are your rights and how can you exercise them?**

According to the EUDPR, you are entitled to access your personal data and to rectify them in case the data are inaccurate or incomplete. If your personal data are no longer needed by the EUAA or if the processing operation is unlawful, you have the right to erase your data. Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data are lawfully processed, you may ask the Data Controller to restrict the data processing. You may also object, on compelling legitimate grounds, to the processing of data relating to you. Additionally, you have the right to data portability which allows you to obtain the data that the Data Controller holds on you and to transfer them from one Data Controller to another. Where relevant and technically feasible, the EUAA will do this work for you.

If you wish to exercise your rights, please contact the Data Controller, i.e., Tanja Contino, Head of the Asylum and Reception Training Unit by sending an e-mail to [tanja.contino@euaa.europa.eu](mailto:tanja.contino@euaa.europa.eu).

You may always submit queries, remarks or complaints relating to the processing of your personal data to the Data Protection Officer (DPO) of the EUAA by using the following e-mail address: [dpo@euaa.europa.eu](mailto:dpo@euaa.europa.eu).

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following e-mail address: [supervision@edps.europa.eu](mailto:supervision@edps.europa.eu).

*Adopted: November 2025*