

Specific Privacy Statement on the EUIPO Trade Mark and Design Education Programmes for practitioners and
paralegals
Members of Advisory Committee and Examination Board

Specific Privacy Statement on the processing of personal data in the context of the EUIPO Trade Mark and Design Education Programme (ETMD EP) for practitioners and paralegals

Members of Advisory Committee and Examination Board

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 EUIPO Trade Mark and Design Education Programme (the Education Programme) for practitioners (ETMD EP for practitioners) and the EUIPO Trade Mark and Design Education Programme for paralegals (ETMDP EP for paralegals) are education programmes within the EUIPO, whose objective are to increase the knowledge of the legal framework of European Union trade marks and Community designs, in particular proceedings and practices of the EUIPO within the community of intellectual property professionals currently practising.

It is envisaged that the ETMD EP for practitioners will run a training course and an examination cycle every two years and the ETMD EP for paralegals will run a training course and an examination cycle once a year.

The purpose(s) of the processing of your personal data is/are:

- Participating in the EUIPO virtual and/or face to face meetings;
- Organisation of travel arrangements and access to EUIPO premises,
- Payment of the DSAs or fees for revision of exam papers and conduct of oral examination,
- Use of opinions expressed in the scope of examination in order to assess the exam mark.

2. What personal data do we process?

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

- Identification data
 - Name and surname,

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- Valid passport or ID number,
- Telephone number,
- E-mail address.

- Financial data
 - Bank account details.

- Specific data
 - Opinions expressed as part of the assessment of exam papers and the oral examination.

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:

- The ETMD EP for practitioners and the ETMD EP for paralegals teams.
- EUIPO Academy Department for activities related to the administrative functioning of the ETMD EP for practitioners and the ETMD EP for paralegals and for the administration of the e-Learning courses in the Academy Learning Portal (Moodle) in accordance with DPR-2018-004¹.
- Capgemini as an external processor providing services to Human Resources Department (consultancy services related to the EUIPO ALP), for administrative support to the ETMD EP for practitioners and the ETMD EP for paralegals 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-2019-007².
- EUIPO Digital Transformation Department for the management of IT systems involved.
- External processors when using Zoom as per DPR-2020-009³.

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.

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

¹ Privacy statement on processing of personal data within the procedure of the EUIPO Academy Learning Portal

² Privacy Statement for EUIPO staff and external resources on the processing of personal data in the procedure of organisation and management of meetings and events

³ Privacy Statement on the processing of personal data in the context of Zoom software application

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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 Members of the Advisory Committee and Examination Board of the ETMD EP for practitioners and the ETMD EP for paralegals 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.

**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 you 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 the delegated data controller, Director of the EUIPO Academy.

If you are EUIPO staff you can write to the functional mailbox [EUIPO Academy Academy@euipo.europa.eu](mailto:EUIPO_Academy@euipo.europa.eu).

If you are an external Member of the Advisory Committee or Examination Board please contact 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.

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.

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Opinions of Examination Board members of the ETMD EP for practitioners and the ETMD EP for paralegals expressed during evaluation of the exam papers and the oral exam will be kept until the end of the Appeal procedure of the corresponding course cycle, which is 2 months from the date of filing of the notice of appeal, then they will be destroyed.

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 data necessary for travel arrangements and access to EUIPO premises.
- Personal data necessary for payment of DSAs.

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:

If you are EUIPO staff please address them to the Director of the EUIPO Academy under the following mailbox: Academy@euipo.europa.eu.

If you are an external Member of the Advisory Committee or Examination Board 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.