

THE REGIONAL TEACHERS INITIATIVE FOR AFRICA - FACILITY

PERSONAL DATA MANAGEMENT AND PRIVACY POLICY

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1 OVERVIEW

The Regional Teachers Initiative for Africa (RTIA) is a technical cooperation facility funded by the European Union and co-implemented by the Partnership formed by three-member state agencies: Expertise France for France, Enabel, VVOB and APEFE for Belgium, EDUFI for Finland. Expertise France has been designated the Coordinating Agency for this Partnership. UNESCO and African Union Commission are also implementing partners of the Regional Teachers Initiative for Africa (RTIA).

The RTIA Facility Management Team (RTIA Facility) and the Implementation Partners (Enabel, VVOB, APEFE, EDUFI, UNESCO and African Union Commission) are committed to ensuring that the processing of data complies with the legal framework of the regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on the

protection of natural persons concerning the processing of personal data and on the free movement of such data.

The Personal Data Management and Privacy Policy covers the use and processing of data collected by the RTIA Facility and Implementation Partners through online tools, websites and in person data collection activities.

The Personal Data Management and Privacy Policy gives users of these tools (Users) information concerning the collection, processing, storage and transfer of their Personal Data. To “process” or “processing” means any use of personal data including, transferring, collecting, recording, storing, using, analysing, combining, disclosing or deleting it.

The RTIA Facility reserves the right to make changes to this policy without prior notice. Any changes that we may make to this policy will be published and, when appropriate, we will also notify users by email.

The original English version of this document prevails over any translation.

2 DEFINITION OF PERSONAL DATA

Personal data means any information relating to an identified or identifiable natural person (User). An identifiable natural person is one who can be identified, directly or indirectly from the data.

Personal Data collected by RTIA Facility and Implementing Partners includes:

- First name
- Last name
- Gender
- Nationality
- Address
- Email
- Telephone Number
- Date of birth
- Age
- Company/institution
- Job title

Personal Data is collected through:

- The application form for calls for experts published by the RTIA Facility.
- Registration form for participation in online or in-person information sharing, learning and knowledge sharing activities.

- Feedback surveys from individuals participating in activities and events financed and implemented with the support of RTIA Facility, including from Institutions receiving technical cooperation, other partner organisations, mobilised experts and activity participants.
- Online video communication channels (Microsoft Team and Zoom Video Communications) which are used to host online events.

Data collected, processed, and stored by RTIA Facility is accessible to all Implementation Partners.

3 DATA STORAGE

Personal Data is stored, as far as known, by RTIA Facility, the Parties and its contractors on servers in the EU or in the United States. When stored outside the EU, the Users' rights under European data protection regulations are guaranteed insofar as the contractual relations with the Parties' contractors are governed by standard contractual clauses that the European Commission has recognised as offering an adequate level of protection for personal data transferred by a European entity to companies established in the United States. The name of the Contractor for individual data storage shall be provided to Users upon request.

Raw data may be processed through Microsoft Excel spreadsheets and business intelligence software such as Microsoft PowerBI, among others.

4 DATA RETENTION

Users' Personal Data will be kept up to 2 years after the end date of RTIA Facility, unless explicit request to the contrary.

If Users wish to modify or delete their Personal Data, or have questions or requests about the information submitted, please submit a request via this form:

<https://forms.office.com/e/H17rfe8qb9>

If the User requests the deletion of personal information or the deletion of their account, the request will be resolved within a maximum period of 1 (one) month.

5 PURPOSES

The RTIA Facility, the Implementation Partners and INTPA (hereafter referred to as "the Parties") commit not to use Personal Data for purposes other than those mentioned in this policy. The Parties will also ensure, as far as reasonable and feasible, the

confidentiality of Personal Data. They will also, in good faith, ensure that data is not used for any other purpose by their contractors.

5.1 CALL FOR EXPERTS APPLICATION FORM

The purpose of collecting and processing Personal Data from the application form for calls for experts published by the RTIA Facility is to evaluate the applications submitted in response to the Calls for Experts and inform Users about open Calls for Experts by automated email.

5.2 LEARNING AND KNOWLEDGE SHARING ACTIVITIES REGISTRATION

The purpose of collecting and processing Personal Data from the learning and knowledge sharing events registration form is to allow Users to attend and access events and materials.

5.3 MONITORING FORMS

The purpose of collecting and processing Personal Data through monitoring forms is to monitor and evaluate RTIA Facility activities and events.

5.4 VIDEO COMMUNICATION SERVICES

The purposes of collecting and processing personal data when Users use video conferencing and communication services as part of RTIA activities is to monitor and evaluate RTIA Facility activities and events.

6 DATA PROCESSING METHODS

Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

6.1 CALL FOR EXPERTS APPLICATION FORM

Personal Data collected from the call for experts application form is processed by the RTIA Facility. By completing the form Users provide their consent to the processing of their personal data for the purposes mentioned above and agree to receive automatic notification emails about collaboration opportunities with RTIA Facility and its implementation partners. Users can unsubscribe from these e-mails.

6.2 LEARNING AND KNOWLEDGE SHARING ACTIVITIES REGISTRATION

Personal Data collected by registration forms for learning and knowledge sharing activities is processed by the RTIA Facility. By completing the form Users provide their consent to the processing of their data and agree to receive email notifications of other RTIA events. Users can unsubscribe from these e-mails.

6.3 MONITORING FORMS

Personal Data is collected through Microsoft Forms from individuals participating in activities and events financed and implemented with the support of RTIA Facility. Data will be processed by the RTIA Facility.

RTIA Facility aggregates collected data for monitoring and evaluation purposes. Aggregated data is pseudonymised for all purposes. RTIA Facility also uses responses to follow up on implementing activities and events for quality monitoring purposes. Individual statements may be used in the reports and corporate communications of RTIA Facility and/or the Implementing Partners.

By submitting their responses through Microsoft Forms or other types of questionnaires containing similar questions, Users provide their consent for the processing of aggregated and personal data.

6.4 VIDEO COMMUNICATION SERVICES (ZOOM AND MICROSOFT TEAMS)

Personal data is collected when Users use video conferencing and communication services for RTIA Facility activities, such as meeting recordings, images, sound, files, chat logs, and transcripts, and any other information uploaded. Such personal data, including images and/or videos, may be processed by RTIA Facility for the purposes mentioned above, which is why, in accordance with the provisions of Article 9 of the French Civil Code and as indicated by the Court of Cassation (Cass. Civ. 1ère, 27 February 2007, n° 06-10393) regarding the right to one's own image, by using video communication services for RTIA Facility activities, Users authorise the Parties to collect and process their personal data; associated with their image and collected during their use of video communication services for the purposes mentioned above.

By using video communication services or providing personal data for any of the purposes stated above, Users acknowledge that their personal data may be transferred to or stored in the United States or in other countries around the world. Such countries may have data protection rules that are different and less protective than those of their country.

For more information on the personal data Zoom processes as a data controller, please visit: <https://zoom.us/privacy>

For more information on the personal data Microsoft Teams processes as a data controller, please visit: <https://www.microsoft.com/en-gb/privacy/privacystatement?msocid=1b3b8b4fa6d863f03d689e41a76c62a3>

7 RIGHTS FOR PERSONAL DATA

The RTIA Facility is guided by GDPR regulations on the rights of Users whose personal data is collected. Users have the following rights:

- Right of access: Users can access their Personal Data collected by RTIA Facility at any time.
- Right of correction: Users can have their Personal Data held by RTIA Facility corrected at any time.
- Right of objection: Users can refuse the processing of their Personal Data by RTIA Facility at any time.
- Portability: Users can request to receive their Personal Data held by RTIA Facility in a structured format. They may also ask RTIA Facility to transfer their Personal Data to another processing manager.
- Right of deletion: Users can request RTIA Facility to delete any or all Personal Data concerning them.
- Right to restriction of processing: Users can request RTIA Facility to partially process any or all Personal Data concerning them.

To obtain information concerning these rights, exercise these rights, or ask any questions concerning the processing of their Personal Data, Users can submit a request at: <https://forms.office.com/e/H17rfe8qb9>

The RTIA Facility reserves the right to oppose this type of request for overriding reasons, particularly when such requests have the effect of blocking the purpose of the above-mentioned processing. It will then be up to the RTIA Facility to justify itself on this point to the requesting User.

This Personal Data Management and Privacy Policy shall be governed and interpreted in accordance with French legislation in those matters that are expressly established. Any natural or legal person who uses or visits RTIA Facility online tools is to expressly forego any other forum which may correspond to them and submit to the jurisdiction and competence of the Courts of the city of Paris (France) for the resolution of any issues concerning the interpretation, application, and fulfilment of this policy, as well as any claims that may arise.