

To make Commission websites work properly, we sometimes place small data files called cookies on your device.

What are cookies?

A cookie is a small text file that a website stores on your computer or mobile device when you visit the site.

- **First party cookies** are cookies set by the website you're visiting. Only that website can read them. In addition, a website might potentially use external services, which also set their own cookies, known as **third-party cookies**.
- Persistent cookies are cookies saved on your computer and that are not deleted automatically when you quit your browser, unlike a session cookie, which is deleted when you quit your browser.

Every time you visit the Commission's websites, you will be prompted to **accept or refuse cookies**.

The purpose is to enable the site to remember your preferences (such as user name, language, etc.) for a certain period of time.

That way, you don't have to re-enter them when browsing around the site during the same visit.

Cookies can also be used to establish anonymised statistics about the browsing experience on our sites.

How do we use cookies?

European Commission websites mostly use "first-party cookies". These are cookies set and controlled by the Commission, not by any external organisation.

However, to view some of our pages, you will have to accept cookies from external organisations.

The **3 types of first-party cookie** we use are to:

- store visitor preferences
- make our websites operational
- gather analytics data (about user behaviour)

Visitor preferences

These are set by us and only we can read them. They remember:

- if you have agreed to (or refused) this site's cookie policy
- if you have already replied to our survey pop-up (about how helpful the site content was) – so you won't be asked again

Name	Service	Purpose	Cookie type and duration
eu_cookie_consent	Cookie consent kit	Stores your cookie preferences (so you won't be asked again)	First-party session cookie deleted after you quit your browser
ecsi	Website survey tools	Stores information on whether you have already replied to a survey pop-up – so you won't be asked again.	First-party persistent cookie, 1 month

Name	Service	Purpose	Cookie type and duration
cck3	Cookie consent kit	Stores your preferences for 3rd-party cookies (so you won't be asked again)	First-party session cookie deleted after you quit your browser

Operational cookies

There are some cookies that we have to include in order for certain web pages to function. For this reason, they do not require your consent. In particular:

- **authentication cookies**
- **technical cookies** required by certain IT systems

Authentication cookies

These are stored when you log in to a Commission site, using our [authentication service \(EU Login\)](#). When you do this, you accept the associated [privacy policy](#).

Name	Service	Purpose	Cookie type and duration
MyECASDomain	Identity Management Service	Remembers your domain	First-party session cookie, deleted after you quit your browser
__Secure_CASTGC	Identity Management Service	Identifies your session	First-party session cookie, deleted after you quit your browser
__Secure_ECAS_SESSIONID	Identity Management Service	Identifies the current Central Authentication Service session	First-party session cookie, deleted after you quit your browser
ECAS_PREFS	Identity Management Service	Remembers your settings and preferences: user id, user name, acknowledged cookie policy, high contrast mode, privacy mode, view account details after login, last strength selected	First-party session cookie, deleted after you quit your browser
CASPRIVACY	EURES The European Job Mobility Portal	EURES Authentication info	First-party session cookie, deleted after you quit your browser
CASTGC	EURES The European Job Mobility Portal	EURES Authentication info	First-party session cookie, deleted after you quit your browser

Name	Service	Purpose	Cookie type and duration
EURES_CAS_LOGGED_IN	EURES The European Job Mobility Portal	EURES Authentication info	First-party session cookie, deleted after you quit your browser

The names of these cookies may change, for technical reasons (particularly **__Secure-CASTGC** and **__Secure-ECAS_SESSIONID**).

Technical cookies

Name	Service	Purpose	Cookie type and duration
has_js	Corporate content management platform, based on Drupal open source software	Determines whether Javascript is enabled in your browser. This allows our websites to function properly.	First-party session cookie, deleted after you quit your browser
JSESSIONID / CFID / CFTOKEN	Java IT platform / Coldfusion IT platform	Maintain a secure session for you, during your visit.	First-party session cookie, deleted after you quit your browser
ecsi	Website survey tools	Stores information on whether you have already replied to a survey pop-up – so you won't be asked again.	First-party persistent cookie, 1 month
theoplayer-session-id	Audiovisual Service video player	Enables the player's own analytics, currently not used.	localStorage Key, persistent data
theoplayer-stored-network-info	Audiovisual Service video player	Enables the player's bandwidth estimate to determine the best initial bandwidth and enhance the user experience.	localStorage Key, persistent data
EURES_CVO_SESSION_ID	EURES The European Job Mobility Portal	EURES Session info	First-party session cookie, deleted after you quit your browser

Name	Service	Purpose	Cookie type and duration
EURES_JVSE_SESSIONID	EURES The European Job Mobility Portal	EURES Session info	First-party session cookie, deleted after you quit your browser
EURES_LF_MARKETPLACE_SESSIONID	EURES The European Job Mobility Portal	EURES Session info for Liferay	First-party session cookie, deleted after you quit your browser
EURES_LF_PLUGINS_SESSIONID	EURES The European Job Mobility Portal	EURES Session info for Liferay	First-party session cookie, deleted after you quit your browser
LFR_SESSION_STATE_xxxxx	EURES The European Job Mobility Portal	EURES Session info for Liferay	First-party session cookie, deleted after you quit your browser
cck1atlassian-analytics.confluence.lock	Public wikis	Keeps Confluence analytics disabled	localStorage Key, persistent data
confluence.sidebar.width	Public wikis	Remembers the width of the sidebar	localStorage Key, persistent data
jquery.feature.detection.cache	Public wikis	Detects when a page is loaded from the browser cache	localStorage Key, persistent data
jquery.feature.detection.cache.useragent	Public wikis	Remembers if a certain feature is available in the browser.	localStorage Key, persistent data

Analytics cookies

We use these purely for internal research on how we can improve the service we provide for all our users.

The cookies simply assess how you interact with our website – as an anonymous user (the **data gathered does not identify you personally**).

Also, this data is **not shared with any third parties** or used for any other purpose. The anonymised statistics could be shared with contractors working on communication projects under contractual agreement

with the Commission.

However, you are **free to refuse** these types of cookies – either via the cookie banner you’ll see on the first page you visit or at [Europa Analytics](#).

Name	Service	Purpose	Cookie type and duration
_pk_id#	Corporate web analytics service, based on Matomo open source software	Recognises website visitors (anonymously – no personal information is collected on the user).	First-party persistent cookie, 13 months
_pk_ses#	Corporate web analytics service, based on Matomo open source software	Identifies the pages viewed by the same user during the same visit. (anonymously – no personal information is collected on the user).	First-party persistent cookie, 30 minutes

Third-party cookies

Some of our pages display content from external providers, e.g. YouTube, Facebook and Twitter.

To view this third-party content, you first have to accept their specific terms and conditions. This includes their cookie policies, which we have no control over.

But if you do not view this content, no third-party cookies are installed on your device.

Third-party providers on Commission websites

[You Tube](#)

[Internet Archive](#)

[Google Maps](#)

[Twitter](#)

[TV1](#)

[Vimeo](#)

[Microsoft](#)

[Facebook](#)

[Google](#)

[LinkedIn](#)

[Livestream](#)

[SoundCloud](#)

[European Parliament](#)

These third-party services are outside of the control of the Commission. Providers may, at any time, change their terms of service, purpose and use of cookies, etc.

How can you manage cookies?

You can **manage/delete** cookies as you wish - for details, see aboutcookies.org.

Removing cookies from your device

You can delete all cookies that are already on your device by clearing the browsing history of your browser. This will remove all cookies from all websites you have visited.

Be aware though that you may also lose some saved information (e.g. saved login details, site preferences).

Managing site-specific cookies

For more detailed control over site-specific cookies, check the privacy and cookie settings in your preferred browser

Blocking cookies

You can set most modern browsers to prevent any cookies being placed on your device, but you may then have to manually adjust some preferences every time you visit a site/page. And some services and functionalities may not work properly at all (e.g. profile logging-in).

Managing our analytics cookies

You can manage your preferences concerning cookies from Europa Analytics on the dedicated [Europa Analytics](#) page.

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: EU Academy e-learning platform

Data Controller: European Commission, Joint Research Centre (JRC.A.5)

Record reference: DPR-EC-05546.1

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used 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, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “EU Academy e-learning platform” undertaken by European Commission Joint Research Centre (JRC.A.5) is presented below.

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

Purpose of the processing operation: JRC.A.5 collects and uses your personal information to ensure the functioning, management and promotion of the information and education platform called EU Academy. In particular, data is collected and processed for the following specific purposes:

- to identify users (EU Login)
- to ensure a satisfactory user experience on the platform;
- to ensure a satisfactory individual and social learning experience for users of the platform;
- to collect information related to use of the platform, for the purpose of delivering personalised recommendations;
- to ensure that the user history of activity on the platform (content started, finished, certificates etc) is

easily accessible to users.

- to generate certificates and badges;
- to communicate with users regarding content they are enrolled to and content they are granted access to;
- to monitor the number of users enrolled on learning resources;
- to monitor the number of users registered on the EU Academy;
- to organise trainings activities and events, including management of participant lists;
- to provide online subscription to, dissemination and management of the EU Academy newsletter.

The EU academy is a modern online learning platform, containing learning materials and resources (courses, events, communities, media channel, assessments and microlearnings), designed for external stakeholders, working and aspiring professionals, private, public and third sector organisations, working on or interested in the implementation of EU policies in Member States and regions, and beyond. The platform brings together in a seamless user experience a number of state of the art tools for delivery of learning solutions, including online courses, interactive online and live classroom experiences and learning community management services.

Your personal data will not be used for automated decision-making including profiling.

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

We process your personal data, because, according to Article 5(1)(d) of Regulation (EU)2018/1725, you have given consent to the processing of your personal data for the purposes outlined in this privacy notice.

We do not process **special categories of personal data**, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

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

In order to carry out this processing operation JRC.A.5 collects the following categories of personal data:

- **Identification data:**

Mandatory data: first name, last name, email address, preferred language of communication, country, IP address

Non mandatory: alias

- **HR related data:**

Non mandatory data: topics of interest, occupation, experience level, highest level of education attained, employer, organisation type, industry, agreement to receive newsletter.

- **Other types of data specific to the processing operation:**

Non mandatory data: content related activity on the platform (for individuals and groups: content followed, started, finished, certificates and badges awarded, etc.

Non mandatory data: Newsletter Signup (Y/N)

- **Educational or instructive videos and capture of image and/or voice**

The provision of personal data is not mandatory and collection or processing of this data will be based on prior consent.

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

JRC.A.5 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely:

Personal Data/HR data/Other data: While the user profile is active and user has not decided to delete it. Inactive user accounts will be deleted from the EU Academy after a period of three years of inactivity. Before of expiry of this period, an email will be sent to verify if the user wishes to continue or not the registration on the platform. Without users' reply, the user's personal data will be deleted.

Newsletter personal data related: This data will be deleted from the EU Academy after a period of three years of inactivity of the user on the EU Academy platform. Before the expiry of this period, an email will be sent to verify if the user wishes to continue or not his or her registration to the newsletter. Without users' reply, the the user's personal data will be deleted.

Educational or instructive videos and capture of image and/or voice: This data will deleted from the EU Academy platform three years after the last interaction of the user on the platform, unless the data protection requirements of EU programmes and initiatives to which the user is signed up indicate otherwise..

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

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. These 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 data being processed. Organisational measures include restricting access to 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?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Access to your personal data is also provided to Commission staff acting as content owners and teachers within the EU Institutions who need this data to generate analytics reports related to learners and learning taking place within their content.

Access to your personal data may be provided to external course owners, teachers, learning managers,

mentors and programme managers for the purposes of generating analytics reports related to learners, learning and learner support related to the content the data subject is enrolled in.

Comments about the learning resources posted by registered users are treated anonymously. The administrators of the EU Academy will delete any comment which is not in line with the Code of Conduct or if personal data is revealed.

Learning resources such as videos and documents containing personal data (name and username of speakers/moderators/teachers) are accessible to registered users.

In some cases, registered users can share/disseminate the learning resources.

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

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have consented to provide your personal data to JRC.A.5 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

eu-academy-info@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-05546.1 - EU Academy e-learning platform.

This code of conduct has been drawn up to ensure that users of this service know what is expected of them, and what they can expect from others when using the e(u)academy platform. What follows applies to all user interactions on the platform within courses, events or communities whether open or restricted.

The mission of the e(u)academy is to facilitate access to the world class training offered by the EU Institutions to specialised, professional audiences worldwide. In doing so, we also want to make sure that all of our learners, publishers and instructors feel safe and comfortable while using the platform.

By agreeing to use the platform, each user declares that:

? he or she will register for one account only, unless expressly permitted to register for additional accounts by e(u)academy.

? he or she will ensure that answers submitted to homework, quizzes, exams, projects or other assignments will be their own work (except for assignments that explicitly permit collaboration).

? he or she will not make solutions to homework, quizzes, exams, projects, and other assignments available to anyone else (except to the extent an assignment explicitly permits sharing solutions). This includes both solutions written by the user him or herself, or any solutions provided by the course staff or others.

? he or she will not engage in any other activities that may dishonestly improve individual results or hurt the results of others.

By using the platform, users agree to refrain from any and all of the behaviours outlined below:

? sharing illegal content or content that promotes illegal activities with or without the intent to commit such activities, contains credible threats or organises or seeks to organise acts of real-world violence, or creates a genuine risk of physical injury or property damage, credibly threatens people or public safety, or organizes or encourages harm.

? partaking in abusive or otherwise inappropriate behaviour seeking to harm other users of the platform.

? uploading or sharing any content that violates intellectual property, privacy or other rights, or that you do not otherwise have the right to share. Please note that specific content offerings may have additional rules and requirements.

? misappropriating content that you did not create as your own, or otherwise infringing on another user's intellectual property or other rights. Users are required at all times to attribute used or quoted materials to the original copyright owner.

? spamming others by sharing irrelevant or inappropriate advertising or promotional content.

? carrying out any other behaviour that can be seen to be harmful to the interests of the

users of the e(u)academy platform or otherwise violates these terms.

- ? doing anything that violates local, state, national, or international law or breaches any of the user's contractual obligations or fiduciary duties.
- ? sharing their password, letting anyone access the user account, or doing anything that might put the account at risk.
- ? attempting to access any other user's account.
- ? reproducing, transferring, selling, reselling, or otherwise misusing any content, unless specifically authorised to do so.
- ? accessing, tampering with, or using non-public areas of the platform, unless specifically authorised to do so.
- ? breaking or attempting to break or circumvent authentication or security measures or otherwise test the vulnerability of the platform or networks upon which it operates, unless specifically authorised to do so.
- ? trying to reverse engineer any portion of our Services or platform..
- ? trying to interfere with any user, host, or network, for example by sending a virus, overloading, or mail-bombing.
- ? using the platform to distribute malware.
- ? using the platform or any of its functionalities for anything other than for completing online courses or for pedagogical purposes.
- ? impersonating or misrepresenting their affiliation with any person or entity.
- ? encouraging or helping anyone do any of the items mentioned above.

Where necessary, the platform administrators reserve the right to remove or edit inappropriate content or activity identified by or reported to us, and/or suspend, disable, or terminate a user's access to all or part of the platform at any time and without prior notice.

Users wishing to flag any behaviour that may contravene this code of conduct, flag inconsistencies or factual errors, request take-down or termination of any content, or exercise right of recourse or appeal against any decision taken in this respect are asked to contact the platform administrators at eu-academy-info@ec.europa.eu.

General provisions

The European Commission maintains this website to enhance public access to information about its initiatives and European Union policies in general. Our goal is to keep this information timely and accurate. If errors are brought to our attention, we will try to correct them. However, the Commission accepts no responsibility or liability whatsoever with regard to the information on this site.

This information is

- ? of a general nature only and is not intended to address the specific circumstances of any particular individual or entity
- ? not necessarily comprehensive, complete, accurate or up to date

? sometimes linked to external sites over which the Commission services have no control and for which the Commission assumes no responsibility

? not professional or legal advice (if you need specific advice, you should always consult a suitably qualified professional).

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It is our goal to minimise disruption caused by technical errors. However some data or information on our site may have been created or structured in files or formats that are not error-free, and we cannot guarantee that our service will not be interrupted or otherwise affected by such problems. The Commission accepts no responsibility with regard to such problems incurred as a result of using this site or any linked external sites.

This disclaimer is not intended to limit the liability of the Commission in contravention of any requirements laid down in applicable national law nor to exclude its liability for matters which may not be excluded under that law.

Provisions related to educational content offered on the e(u)academy platform

The e(u)academy offers courses and content ("Content Offerings") from European Institutions and partner institutions ("Course Providers"). While we seek to provide world-class content offerings, unexpected events do occur. The e(u)academy reserves the right to cancel, interrupt, reschedule, or modify any content offerings, including changing the point value or weight of any assignment, quiz or other assessment. Content Offerings are subject to the general provisions above.

No Academic Credit

Unless otherwise explicitly stated, participation in or completion of a content offering does not confer any academic credit.

Modifying and terminating our services

We are constantly changing and improving our services and as a result may add or remove functions, features, or requirements, and/or may suspend or stop part of our services altogether. Accordingly, the e(u)academy may terminate use of any service for any reason. We may not be able to deliver the services to certain regions or countries for various reasons, including due to applicable export control requirements or internet access limitations and restrictions from governments. The EU Institutions, the e(u)academy, its partners and instructors, its contributors contractors, and other agents (the "e(u)academy Parties") have no liability to users for any such action.

Users can stop using our Services at any time, although we'll be sorry to see you go.