Privacy Notice on the Processing of Personal Data – Erasmus+ (Fewer Opportunities)

1. Who processes your data and how to contact us

The data controller is the Romanian-American University (hereinafter referred to as the "University" or "RAU"), having its registered office at 1B Expoziției Boulevard, District 1, Bucharest, Romania, email: **rectorat@rau.ro.** Processing is carried out by the Erasmus+ Office, with the support of the faculties, the Finance Department and the Medical Office.

The Data Protection Officer (DPO) can be contacted at **dpo@rau.ro**, the same address published in the University's Privacy Policy. For any questions concerning the processing of personal data or to exercise your rights, please use this email address.

This Privacy Notice applies to the following data subjects:

- students and graduates selected for Erasmus+ mobility who request to be classified as participants with fewer opportunities (including incoming participants funded by RAU);
- their family members whose data are included in the application file (parents, brothers/sisters, spouse, children, guardian or the person responsible for the student's maintenance).

2. What data we process

We process only the data contained in the documents required for the criterion you have indicated in your application. Only one criterion is sufficient to qualify for the top-up, so you are not required to submit documents relating to the other criteria.

Data category	Examples (as applicable)	Data subjects
Identification	first name, surname, CNP (Personal Numerical Code), details from identity document, birth certificate, home address, citizenship	student, family members
Academic and mobility data	faculty, study programme and cycle, year of study, host university/institution, mobility period, pupil/student status	student, family members in education
Family situation and civil status	marriage, divorce and death certificates; guardianship, curatorship or declaration of disappearance decisions; family or institutional placement; social investigation report	student, family members

Data category	Examples (as applicable)	Data subjects
Financial data	net income over the last 12 months, salary certificates, pension, benefits/allowances (AJPIS), ANAF documents, declarations on own responsibility, average net income per family member, eligibility under the social scholarship requirements	student, family members
Parents' educational level	highest level of education completed, high-school/post-secondary education diplomas	parents
Residence status	residence permit for beneficiaries of temporary protection, officially certified translations of documents	student

Special categories of personal data (Article 9 GDPR), only if you choose the relevant criterion**:**

- **health data** (a certificate issued by a specialist physician or Form A5), for the medical or disability criterion. Medical documents are reviewed exclusively by the Medical Office, which communicates to the Erasmus+ Office only the conclusion "criterion met / not met", without disclosing the diagnosis;
- **data revealing ethnic origin** (a recommendation issued by a legally established Roma organisation), for the criterion "person of Roma ethnicity".

Data relating to criminal convictions and offences (Article 10 GDPR): where classification as a single-parent family is based on the imprisonment of a parent, the court decision certifying the parent's detention status is sufficient. You may redact (anonymise) references to the offence, which are not necessary for verification.

The Personal Numerical Code (CNP) is processed solely to correctly identify the applicant and match the supporting documents, in compliance with Article 4 of Law No. 190/2018.

3. Why we process your data and the legal basis

Processing is not based on consent. The University processes the data in order to fulfil the obligations it has undertaken as a beneficiary of Erasmus+ mobility projects and those imposed by the rules of the programme.

Purpose	Legal basis
Verification of eligibility for classification as a participant with fewer opportunities and communication of the outcome	Article 6(1)(c) GDPR – legal obligation arising from Regulation (EU) 2021/817 establishing the Erasmus+ Programme, the Programme Guide, the national call and the financial agreement concluded by RAU with ANPCDEFP; Article 6(1)(e) GDPR – task carried out in the public interest (Higher Education Law No. 199/2023)

Purpose	Legal basis
Awarding the top-up and preparing the mobility financial agreement	Article 6(1)(b) GDPR – entering into and performing the agreement with the participant; Article 6(1)(c) GDPR
Reporting to ANPCDEFP and the European Commission, financial management, checks and audits	Article 6(1)(c) GDPR – reporting, expenditure justification and document-retention obligations under the financial agreement and financial and accounting legislation
Handling requests for reconsideration	Article 6(1)(c) and (e) GDPR
Archiving the application file	Article 6(1)(c) GDPR – National Archives Law No. 16/1996 and the University's records retention schedule

For special categories of personal data (health data and ethnic origin), the legal basis is Article 9(2)(g) GDPR – reasons of substantial public interest, on the basis of Union law: Regulation (EU) 2021/817 provides for inclusion measures and additional financial support for people with fewer opportunities. The safeguards applied include restricting access to the Medical Office and communicating only the conclusion to the Erasmus+ Office.

Data relating to a parent's detention are processed under Article 10 GDPR, only to the extent that the document is required by the programme rules to prove single-parent family status.

Are you required to provide the data? Applying for the top-up is optional. If you submit an application, the documents relating to the criterion you have selected are necessary; without them, we cannot verify your eligibility or award the top-up. Refusal to apply does not affect your right to participate in the mobility with the basic grant.

4. Where the data come from, to whom we disclose them and where they are transferred

Sources of the data. We receive most of the data directly from the student. Data relating to family members are provided to us by the student or by the family members through the documents included in the application file. Other sources include:

- RAU faculties, which provide the list of students who meet the requirements for the social scholarship and the type of scholarship awarded;
- the Finance Department and the Medical Office, which confirm whether the financial and medical criteria, respectively, have been met;
- the sending institution, in the case of incoming participants funded by RAU;
- documents issued by public authorities and organisations (ANAF, AJPIS, local authorities, notaries, courts, Roma organisations), which you submit.

Recipients. Access is restricted to persons who need the data for the purposes of this procedure:

- **within RAU:** the Erasmus+ Office, the selection committee or the appointed committee, the person/committee responsible for reconsideration, the Finance Department, the Medical Office (only in relation to medical documents) and your faculty;

- **the National Agency for Community Programmes in the Field of Education and Vocational Training (ANPCDEFP) and the European Commission,** through Erasmus+ reporting tools. We generally report mobility data and the fact that the participant has received the top-up, not the supporting documents;
- **control and audit bodies** (auditors of ANPCDEFP or the European Commission, the European Court of Auditors, OLAF, financial auditors), which may inspect the application file upon request;
- **the sending institution**, for incoming participants, solely to confirm the participant's classification;
- **public authorities or courts,** only where required by law;
- **the University's service providers** (for example, IT or archiving services), acting as data processors under a contract and subject to confidentiality obligations.

We do not disclose data for marketing purposes and do not use them for purposes other than those specified in Section 3.

Transfers outside the EEA. Data processed under this procedure are generally processed in Romania and within the European Union. If a transfer outside the European Economic Area is necessary (for example, to confirm the classification to a partner institution in a third country under KA171 projects), it will be carried out, as provided for in the University's Privacy Policy, on the basis of standard contractual clauses or other safeguards provided for in Articles 44–49 GDPR, and will be limited to the outcome of the verification.

5. How long we retain your data and how we protect them

We retain the data for as long as necessary for the purposes set out above, in accordance with the University's Privacy Policy. The specific retention periods for this procedure are as follows:

Situation	Retention period
Eligible application file (top-up awarded)	for the duration of the mobility project and thereafter for the retention period required by the financial agreement with ANPCDEFP (usually 5 years from payment of the project balance; 3 years for low-value grants), and subsequently in accordance with RAU's records retention schedule
Ineligible application file or withdrawn application	the verification outcome is retained in the project file for the same period; supporting documents are returned or destroyed upon completion of the programme.
Medical documents	remain with the Medical Office, in accordance with the rules applicable to medical records; the Erasmus+ Office retains only the conclusion, unless the funding authority expressly requires the document to be retained

Once the retention periods have expired, the data are destroyed or erased.

Security. We use appropriate technical and organisational measures, including access controls, authentication and encryption, storage of physical files in locked premises, and confidentiality obligations for the staff

involved. Medical documents and documents relating to ethnic origin are accessible only to the persons appointed to review them.

Automated decisions. The outcome of the verification is determined by individuals, not through an automated process, and no profiling is carried out.

6. Your rights

You may exercise the following rights at any time, subject to the conditions set out in Regulation (EU) 2016/679:

- **the right to access** the personal data being processed and to obtain a copy of them;
- **the right to rectification** where the data are incomplete or inaccurate;
- **the right to erasure and the right to restriction of processing,** in the circumstances provided for by law. Erasure is not possible for as long as the retention of the data is required by the programme rules or by law;
- **the right to data portability,** in respect of data provided on the basis of the mobility financial agreement (Article 20 GDPR);
- **the right to object** to processing carried out on the basis of public interest (Article 21 GDPR);
- **the right to lodge a complaint** with the National Supervisory Authority for Personal Data Processing (ANSPDCP), 28–30 General Gheorghe Magheru Boulevard, District 1, Bucharest, Romania, www.dataprotection.ro, anspdcp@dataprotection.ro ; www.dataprotection.ro
- **the right to bring an action before the competent court.**

How to exercise your rights. Send your request by email to either dpo@rau.ro or rectorat@rau.ro, or submit it to the Erasmus+ Office at the University's premises. We will respond within one month of receiving your request; this period may be extended by a further two months in the case of complex requests, and you will be informed accordingly. We may request additional information to verify your identity.

A request for reconsideration of the outcome (within 3 working days of notification, in accordance with the procedure) is separate from the exercise of the rights listed above and must be submitted to the Erasmus+ Office.

7. Acknowledgement

This Notice is made available to participants before, or at the latest at the same time as, submission of the application file. Where the Privacy Notice must also be presented to family members, the student is required to make it available to them before they sign.

This Notice may be updated if the programme rules or the procedure change. The current version is the one published by the Erasmus+ Office. The University's Privacy Policy, available at privacy.rau.ro, applies to the University's other activities.