Privacy Notice

Open Call for the selection of one Cultural Professional (CP)
FLAIR – Research-Action Programme – Romanian Pilot – Viișoara, Mureș County, Romania

1. Basic data protection information

Item	Information
Controller	Asociația ACASĂ la Hundorf, Viișoara, Mureș County, Romania.
Purposes	To manage applications, verify eligibility, assess and select the Cultural Professional (CP), communicate the outcome, formalise the relationship with the selected person, and comply with the coordination, monitoring, reporting and control obligations of the FLAIR project.
Legal basis	Taking pre-contractual steps at the applicant's request and, if selected, performance of the corresponding contractual relationship; compliance with applicable legal obligations; and the legitimate interests of Asociația ACASĂ la Hundorf and the FLAIR consortium in ensuring a transparent, traceable and properly managed selection process.
Recipients	Authorised staff of Asociația ACASĂ la Hundorf and members of the Selection Committee. Where strictly necessary for project coordination, quality control, governance, reporting or audit purposes, access may also be granted to Wazo Sociedad Cooperativa (Spain) and LAMA Società Cooperativa Impresa Sociale (Italy), partner organisations in the FLAIR consortium, as well as to the competent authorities and control bodies, including the European Commission and EACEA.
Rights	Access, rectification, erasure, objection, restriction of processing and data portability, where applicable, by contacting acasalahundorf@gmail.com.
Additional information	Further details are provided in the sections below.

2. Data controller

Asociația ACASĂ la Hundorf, with registered address at Viișoara, Mureș County, Romania, is the controller of the personal data collected for the Romanian FLAIR project open call (Research-Action Programme).

General contact for exercising data protection rights: acasalahundorf@gmail.com.

3. Personal data processed

Asociația ACASĂ la Hundorf will process the information provided by the applicant through the online application form and supporting documents: identification and contact details; nationality and country of residence; academic and professional profile; Curriculum Vitae (maximum 5 pages); portfolio, where submitted; Research-Action Proposal (approximately 2,000–3,000 words); language proficiency in Romanian and English; driving licence information (Category B); availability during the project period; accommodation requirements, where applicable; the GDPR declaration and declaration of eligibility completed in the application form; signature; and data generated during the assessment, such as scores, interview notes, observations and communications.

The data are obtained directly from the applicant.

4. Purposes of processing

a) To register and process the application.

b) To verify compliance with the eligibility and participation requirements, including legal residence in a country participating in the Creative Europe Programme, age criteria, language proficiency in Romanian and English, and possession of a valid Category B driving licence.

c) To assess the submitted documentation (CV, portfolio and Research-Action Proposal) and, where applicable, conduct online interviews or request clarifications.

d) To communicate admissions, exclusions, results and any requests to correct or complete an application.

e) To select and contract, or otherwise formalise the collaboration with, the chosen Cultural Professional.

f) To manage a reserve list, where applicable, in accordance with the Open Call Regulations.

g) To coordinate, supervise, report on and audit the funded activities of the FLAIR project, including the Research-Action phase and the subsequent Artistic Residency.

h) To address complaints and protect the rights and legitimate interests of Asociația ACASĂ la Hundorf and the participants.

5. Legal basis

The processing required to manage the application and take steps prior to a possible contract is based on Article 6(1)(b) of the General Data Protection Regulation (GDPR): taking pre-contractual steps at the request of the data subject.

Where the applicant is selected, the processing required to formalise and perform the corresponding contractual relationship is also based on Article 6(1)(b) GDPR.

Processing connected with applicable tax, accounting, control or statutory retention duties will be based on Article 6(1)(c) GDPR where the relevant legal obligation applies.

Process traceability, limited coordination between consortium partners, quality control and the defence of legal claims may be based on the legitimate interests provided for in Article 6(1)(f) GDPR, subject to necessity, proportionality and restricted-access safeguards.

Consent will not be used as the legal basis for processing that is necessary to participate in the open call. Any separate optional purpose must be presented and requested independently.

6. Persons and organisations with access to the data

Access will be granted to staff of Asociația ACASĂ la Hundorf who need to take part in managing the open call and to members of the Selection Committee, all of whom will be subject to confidentiality obligations.

The other FLAIR consortium organisations may also be granted access: Wazo Sociedad Cooperativa (Spain) and LAMA Società Cooperativa Impresa Sociale (Italy). Such access must be limited to the information strictly necessary for defined project coordination, governance, quality control, monitoring, reporting or audit functions.

Data may be made available to the European Commission, EACEA, auditors or other control authorities where required under the European funding framework or applicable law.

Applicants' CVs, portfolios, Research-Action Proposals, identity documents and contact details will not be published.

7. Service providers and digital tools

Asociația ACASĂ la Hundorf may use the official FLAIR application platform, together with Google Forms, Google Drive or other digital services, to collect, store and manage applications. Where these providers process personal data on behalf of Asociația ACASĂ la Hundorf, they must act as processors in accordance with Article 28 GDPR and provide appropriate security and confidentiality safeguards.

Before the Open Call is published, Asociația ACASĂ la Hundorf must verify that the account used, access settings, contractual terms and processing locations are appropriate for this purpose.

8. International data transfers

Access by partner organisations established in Spain and Italy does not constitute an international transfer outside the European Economic Area.

The use of certain technology providers may involve processing from third countries. In such cases, Asociația ACASĂ la Hundorf will verify the existence of an adequacy decision or appropriate safeguards, such as standard contractual clauses, and provide the relevant information where required.

9. Retention periods

Personal data will be retained for the time necessary to process and resolve the open call.

Applications that are not selected will be retained until the expiry of the applicable complaint or appeal periods and, where a reserve list is established, until that list ceases to be valid. The data will then be erased or restricted, unless longer retention is necessary to address liabilities, audits or project reporting requirements.

The selected Cultural Professional's data will be retained throughout the corresponding contractual relationship and afterwards for the periods required under tax, accounting, contractual, European funding and limitation rules applicable in Romania.

Asociația ACASĂ la Hundorf will define these periods more precisely in its internal records of processing activities, consistently with the Grant Agreement, the GDPR and applicable Romanian legislation.

10. Applicants' rights

Data subjects may request access to their personal data, rectification, erasure, restriction of processing, data portability where applicable, and may object to processing based on legitimate interests.

Requests must be sent to acasalahundorf@gmail.com, indicating the right to be exercised and providing only the information necessary to verify the requester's identity.

Data subjects also have the right to lodge a complaint with the National Supervisory Authority for Personal Data Processing (Autoritatea Națională de Supraveghere a Prelucrării Datelor cu Caracter Personal – ANSPDCP) in Romania.

11. Mandatory nature of the data

Fields and documents identified as mandatory in the online application form (including the CV, the Research-Action Proposal and the GDPR and eligibility declarations) are necessary to verify eligibility and assess the application. Failure to provide them may prevent the application from being admitted or processed.

Optional fields, such as the portfolio, will be clearly identified, and leaving them blank will not disadvantage the application unless the Open Call Regulations provide a justified reason otherwise.

12. Automated decision-making

No decisions based solely on automated processing, and no profiling producing legal or similarly significant effects, are envisaged. The selection will be carried out by the Selection Committee in accordance with the eligibility requirements and evaluation criteria set out in the Open Call Regulations.

13. Security and confidentiality

Asociația ACASĂ la Hundorf will implement technical and organisational measures appropriate to the level of risk, including access controls, permission restrictions, confidentiality duties and secure document retention.

The organisations and persons granted access to complete applications must receive only the level of access necessary for their respective function.