



Specific Privacy Statement Registration, Selection and Management of Experts

1. REGISTRATION, SELECTION AND MANAGEMENT OF EXPERTS

The EU institutions and bodies are dedicated to respecting the privacy of applicants and selected experts. This specific privacy statement concerns the processing operations named "Registration, Selection and Management of Experts" within the context of Framework Programmes and other Programmes Initiatives (*such as Joint Technology Initiatives (JTIs)*) managed by the Research family DGs (*Research DGs*), the related Executives Agencies (*EAs*) and Joint Undertakings (*JUs*). The processing operations involve the handling of personal data and consequently are subject to Regulation [\(EC\) No 45/2001](#)¹ on the protection of personal data.

The controllers for the collection and processing of personal data in the context of "Registration, Selection and Management of Experts" are:

- The Director General of the Directorate-General for Research and Innovation (*DG RTD*) for processing operations of personal data in the context of proposals for Programmes and Initiatives managed by this Directorate-General;
- The Head of the Unit Programme Operations, Directorate Support, Directorate-General for Communications Networks, Content and Technology (*DG CNECT*) regarding the processing operations of personal data in the context of Programmes and Initiatives managed by this Directorate-General;
- The Head of Unit Administration, finance and communications, Directorate Space, security and GMEs, Directorate General for Enterprise and Industry (*DG ENTR*), regarding the processing operations of personal data in the context of proposals for Programmes managed by DG ENTR;
- The Head of Unit responsible for the Research coordination, Directorate-General for Mobility and Transport (*DG MOVE*), regarding the processing operations of personal data in the context of Programmes managed by this Directorate-General;
- The Head of Unit responsible for the Research coordination, Directorate-General for Energy (*DG ENER*), regarding the processing operations of personal data in the context of Programmes managed by this Directorate-General;
- The Head of the Unit "DDG.B.2 - Budget, Finance and Accounting" for the Joint Research Center (*JRC*), regarding the processing operations of personal data in the context of proposals for Programmes managed by JRC;

¹ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

- The Director of the European Research Council Executive Agency (*ERCEA*), regarding the processing operations of personal data in the context of proposals for Programmes managed by ERCEA;
- The Director of the Research Executive Agency (*REA*), regarding the processing operations of personal data in the context of proposals for Programmes managed by REA;
- The Director of the Education, Audiovisual and Culture Executive Agency (*EACEA*), regarding the processing operations of personal data in the context of proposals for Programmes managed by EACEA;
- The Executive Director of the European GNSS Agency (*GSA*) regarding the processing operations of personal data in the context of proposals for Programmes managed by GSA;
- The Directors of each Research Joint Undertakings (*JU*), regarding the processing operations of personal data in the context of proposals for Programmes managed by the concerned JUs (*e.g. CleanSky, Artemis, FCH, ENIAC or IMI*).

2. WHAT PERSONAL INFORMATION DO WE COLLECT, FOR WHAT PURPOSE AND THROUGH WHICH TECHNICAL MEANS?

2.1. Purpose

The purpose of this processing operation is the management and administration of the selection procedure for external experts on the basis of a call for expressions of interest in line with Article 204 of the Financial Regulation, along with Article 287 of its Rules of Application, for tasks involving assistance in evaluating proposals and grant applications, provision of technical assistance in the follow-up, as well as the final evaluation of projects financed by the EU budget.

In that respect, the processing operation of registration, selection and management of experts is necessary in order to manage:

- The evaluation of research and innovation proposals;
- The review and monitoring of research and innovation projects.

2.2. Collection of personal data

a. Online registration of experts (operational centrally managed by the REA on behalf of the research family as a whole)

The personal data collected when registering online ([*Expert area in the Participant Portal*](#)) and further processed are:

- Identification data: title, first name, family name, gender, date of birth, nationality (ies).
- Data concerning addresses and communication: e-mail address, address (es), (current and previous declared addresses), street (number and name), town/city, post code, country, telephone numbers (fixed, mobile).
- Data concerning linguistic skills: language(s) level in terms of writing, reading and conversation.
- Data concerning the data subjects' education: title of qualification, subject or field, name of institution, country and year awarded.
- Data concerning the area of expertise: indication of specialist field(s) and pre-defined themes (expert selects the specialist field(s) and pre-defined themes that best describe their expertise) and description of expertise using own keywords/phrases.
- Data concerning the data subjects' career: current and previous employments (organisation name, department/sector, job title, employment dates, town or city, country, organisation type and size), current employment status, total number of years of specialist/related experience and indication of experience in the industrial sector,

information concerning assistance to the Commission in its research framework programmes (area of work and dates are mentioned in a free text field). Description of other experience in evaluation or peer review, including the name of the organisation, year and role.

- Data concerning publications: title, date of the publication, authorship, name of publisher/journal, keywords.
- Data concerning achievements: date, country and nature of achievement (as free text). For patents, the reference should be added.
- Data concerning the funding programme for which the expert wishes to be considered for: FP7 expert and/or expert for other funding programmes.
- Other categories of data: the additional information field where the expert can add information and/or provide a link to a website where their CV is published, if they wish. The information collected in terms of the expert's CV is required for the registration of experts.

Some of the afore-mentioned data will be used as a basis for the selection of experts and if selected, for the creation of the appointment letter (and any subsequent amendment) as well as for their reimbursement.

b. Experts contract

If the expert is appointed, the following data will be collected in a follow-up phase through the Expert area (v.2) in the Participant Portal:

- Legal entity data: copy of passport/ID card, passport number/ID card number, place and country of birth, fax number (optional);
- Financial data: account holder details (name, address), bank account details (name, address), bank account number (IBAN or other format), other remarks (free text field), copy of bank statement or signed and stamped copy of the DG BUDG bank account form (BAF).

The processing of the legal and financial data listed hereof by DG BUDG is documented in notifications [DPO-300](#) (*Bank account file*) and [DPO-372](#) (*Legal entity file*).

Special categories of data:

- i. Conflict of interest: Declaration of absence of conflict of interest or, in case of a conflict of interest, expert declares reason;
- ii. Code of conduct: By signing the contract, the expert agrees to abide by the terms of the code of conduct
- iii.

c. Reimbursement form

Upon the completion of the assignment the expert completes a reimbursement form. Data collected include declaration on the wish to claim a lump sum for working days, indication whether the execution of tasks involved a journey, indication of the wish to claim daily allowances, accommodation allowances and travel costs.

Details of travel costs include the place of execution of the task, dates/place of arrival and departure when travelling was involved, the meeting start and end dates and transportation type. For flights or train journeys the following data is collected: travelling class, type of ticket (single/return), price, scanned copy of invoice, itinerary and boarding pass. In case of car journeys, the following data is collected: distance in kilometres and relevant supporting documents (e.g. fuel and/or toll receipts).

2.3. Technical means

Experts provide all the required information via online forms residing in the Expert area in the Participant Portal. The authentication to the Expert area in the Participant Portal, EMI, etc. is accomplished via the European Commission Authentication Service (ECAS) mechanism, which is designed to increase the security of Commission IT systems.

3. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?

For the purposes detailed above, access to your personal data is given to authorised members of the staff of the Commission, Executive Agencies and Joint Undertakings and contractors who are working on behalf of and under the responsibility of the contracting authorities within the Research Framework Programmes, or other Programmes and Initiatives managed by the Research family's DGs and institutions, all using the same database of experts having responded to the call for expressions of interest referred to above.

In addition, and only further to the explicit prior approval of the data subjects through the "opt-in" options offered during their registration, access to the Expert's profile data may be further granted to:

- Public research funding bodies in Member States and third countries associated to the Framework Programme;
- Other programmes and initiatives implementing EU research activities created in line with the provisions of the Treaty;

Such access to the database may be granted to individually authorised persons identified by name, on receipt of a written request.

Other

In addition, some personal data may be disclosed in compliance with the relevant legislation and established case law, to:

- The Court of Justice of the European Union (Court of Justice, the General Court and the Civil Service Tribunal);
- European Anti-Fraud Office (OLAF);
- European Court of Auditors (ECA);
- European Ombudsman;
- European Data Protection Supervisor (EDPS);
- National courts.

This transmission will be restricted to the information necessary for the competent entity to carry out its task. The recipients will be reminded of the purpose limitation obligations [Article 7(3) of the Regulation (EC) No 45/2001] to process the personal data only for the purposes for which they were transmitted.

Public

The lists of experts who participated in evaluations are published in the Expert area in the Participant Portal website: <http://ec.europa.eu/research/participants/portal/page/experts>.

4. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

The collected / processed data in electronic format is stored in the Expert area in the Participant Portal database, on the REA servers (limited access) and on the servers (email server, ABAC, ARES, Expert area in the Participant Portal, EMI, etc.) of the European Commission. All configurations and operations abide by the relevant Commission decisions on IT security and provisions established by the Security Directorate of the Commission (HR.DS) for this kind of servers and services.

The operations of all involved information systems abide by the European Commission's security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission. Office automation is covered by the DIGIT notification DPO-1 (IT infrastructure).

Data in paper format and supporting documents are stored in locked/secure cupboards.

Under the framework of FP7, in preparing for the evaluation, some personal data of experts are processed by an external contractor. In such cases, the contractor acts only on instructions from the respective data controller and does not use the data for any other purpose than strictly for the performance of the tasks requested by the data controller. The contractor is also bound to terms of confidentiality.

5. HOW CAN YOU EXERCISE YOUR RIGHT OF ACCESS AND THE RIGHT TO RECTIFY INACCURATE OR INCOMPLETE PERSONAL DATA CONCERNING YOU?

At any time you may access, modify or rectify your personal data online upon logging on to the Expert area in the Participant Portal. You may also change your ECAS password which allows you to login to the system and update your personal information contained in your profile. Your choice for the opt-ins regarding access to your data can be changed by you at any time.

If you want more information regarding the processing operation and the data that is collected and processed in that context, you may send an email to the following functional mailbox: **ec-expert-area@ec.europa.eu**.

For any questions relating to downstream processing operations (further to your appointment for evaluating proposals, reviewing or monitoring projects) you can contact the Controller, by using the contact information given in your appointment letter. In any case, please specify the details of your request.

6. HOW LONG DO WE KEEP YOUR DATA?

In general, experts' data will be kept for the duration of the framework programme activities.

Experts will be asked to indicate if they wish their data to be retained in the database of experts in order to be considered for assignments for the forthcoming Framework Programme. If they do not wish to be considered, their data will reside in the Expert area in the Participant Portal up until the end of the FP7 Framework Programme for which they have applied.

Personal data (in paper and in databases/systems) of experts engaged will be retained in accordance with the Common Commission-Level Retention List [SEC(2007)970], that is to say 10 years after the end of the project for which they have provided their services.

Personal data not updated for 10 years will be removed from any relevant database.

The Legal Entity Files and Bank Account Files are also stored on the ABAC database which is administered by the European Commission (DG BUDG) and to which the DGs and EAs of the Research family have access.

7. CONTACT INFORMATION

In case you want to have more information regarding the processing operation and the information that is collected and processed in that context you may send an email to the following functional mailbox: ec-expert-area@ec.europa.eu.

Further to the above, the following instances can be addressed:

- **Data Protection issues**
 - i. European Commission Data Protection Officer: DATA-PROTECTION-OFFICER@ec.europa.eu;
 - ii. EACEA Data Protection Officer: EACEA-data-protection@ec.europa.eu;
 - iii. ERCEA Data Protection Officer: ERC-DATA-PROTECTION@ec.europa.eu;
 - iv. REA Data Protection Officer: REA-DATA-PROTECTION-OFFICER@ec.europa.eu.
- **European Data Protection Supervisor (EDPS)**

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS): EDPS@edps.europa.eu

8. LEGAL BASIS

The legal basis references which apply to the afore-mentioned processing operation are the following:

- Article 16 of the Treaty on the Functioning of the European Union (ex. Article 286 of the EC Treaty);
- Article 204 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002;
- Article 287 of the Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union;
- Commission Regulation (EC) No 1653/2004 of 21 September 2004 on a standard financial regulation for the executive agencies, as amended by Commission Regulation (EC) No 651/2008 of 9 July 2008: Article 20;
- Decision No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013);
- Commission Decision C(2008) 3980 of 31 July 2008 delegating powers to the REA with a view to performance of tasks linked to implementation of the specific Community programmes People, Capacities and Cooperation as amended by Commission Decision C(2010) 5184 of 30 July 2010 (the Delegation Act);
- The Memorandum of Understanding between the REA and its parent DGs, namely the Directorates-General for Research and Innovation (DG RTD), for Enterprise and Industry (DG ENTR), and for Education and Culture (DG EAC);
- The Service Level Agreements setting out modalities, procedures and responsibilities for interaction between the REA and the Directorates-General of the Commission and EU bodies for the provision of FP7 support services rendered by the REA;

- Commission Decision 2011/161/EU, Euratom of 28 February 2011 amending Decision C(2008) 4617 related to the rules for proposals submission, evaluation, selection and award procedures for indirect actions under the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013);
- Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013);
- Council Decision 2006/971/EC of 19 December 2006 concerning the specific programme 'Cooperation' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013);
- Council Decision 2006/973/EC of 19 December 2006 concerning the specific programme 'People' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013);
- Council Decision 2006/974/EC of 19 December 2006 on the specific programme: "Capacities" implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013);
- Decision 2008/46/EC of 14 December 2007 setting up the Research Executive Agency for the management of certain areas of the specific Community programmes People, Capacities and Cooperation in the field of research in application of Council Regulation (EC) No 58/2003;
- Decision 2007/6262 on 14 December 2007 setting up the "Research Executive Agency" (REA) for the management of certain areas of the specific Community programmes People, Capacities and Cooperation in the field of research in application of Council Regulation (EC) N° 58/2003;
- Decision No 2008/37/EC of 14 December 2007 setting up the "European Research Council Executive Agency" (ERCEA) for the management of the specific Community programme "Ideas" in the field of frontier research in application of Council Regulation (EC) N° 58/2003;
- Commission Decision N. 2007/134/EC of 2 February 2007 establishing the European Research Council, and its amendments;
- Commission Decision C(2007)2286 ERC rules for the submission of proposals and the related evaluation, selection and award procedures relevant to the Ideas Specific Programme, and its amendments;
- Article 169 initiatives (AAL, a joint research programme on "Ambient Assisted Living" in the "Cooperation" programme, and "EUROSTARS", a joint research programme for research performing SMEs and their partners in the "Capacities" programme);
- Council Regulation (EC) No 71/2008 of 20th December 2007 setting up the Clean Sky Joint Undertaking;
- Council Regulation (EC) No 72/2008 of 20th December 2007 setting up the ENIAC Joint Undertaking;
- Council Regulation (EC) No 73/2008 of 20th December 2007 setting the joint undertaking for the implementation of the joint technology initiative on innovative medicines;
- Council Regulation (EC) No 74/2008 of 20th December 2007 on the establishment of the 'ARTEMIS Joint Undertaking' to implement a Joint Technology Initiative in Embedded Computing Systems;

- Council Regulation (EC) No 521/2008 of 30 May 2008 setting up the Fuel Cells and Hydrogen Joint Undertaking;
- Commission Decision 2006/291/EC, Euratom of 7 April 2006 on the re-use of Commission information;
- Council Regulation (EC) No 1159/2005 of the European Parliament and of the Council of 6 July 2005 amending Council Regulation (EC) No 2236/95 laying down general rules for the granting of Community financial aid in the field of trans-European networks (OJ 2005/L191/16 of 22.07.2005);
- Decision No 2113/2005/EC of the European Parliament and of the Council of 14 December 2005 amending Decision No 2256/2003/EC with a view to extension of the programme in 2006 for the dissemination of good practices and monitoring of the take-up of information and communication technologies (ICTs);
- Decision No 854/2005/EC of the European Parliament and of the Council of 11 May 2005 establishing a multi annual Community Programme on promoting safer use of the Internet and new online technologies;
- Decision No 1639/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme (2007 to 2013);
- Article 4 of Commission Decision C (2009) 3355 final of 6 May 2009 (delegating powers to the Education, Audiovisual and Culture Executive Agency).