



EUROPEAN COMMISSION
DIRECTORATE GENERAL FOR RESEARCH & INNOVATION

SERVICES SPECIFIC PRIVACY STATEMENT (SSPS)
PROCESSING OPERATIONS OF EXPERTS DATA
CALL FOR EXPRESSIONS OF INTEREST
FOR HORIZON 2020 ADVISORY GROUPS

1. Expressions of Interest for Horizon 2020 Advisory Groups

The processing operations concern the data submitted by experts in the context of Framework Programmes managed by the Research and Innovation family DGs (*Research DGs*) requiring the handling of personal data and is subject to the [Regulation \(EC\) No 45/2001](#)¹.

The tasks of experts selected for the advisory groups consists in assisting the European Commission by providing high quality and timely advice for the preparation of the calls for proposals for projects of the new Research and Innovation Framework Programme.

The Controller of the collection and processing operations of the data registered via the Expression of Interest form by the experts is:

- The Director General of the Directorate-General for Research and Innovation (*DG RTD*) for processing operations of personal data in the context of Programmes managed by this Directorate-General;
- The Head of the Unit Programme Operations, Directorate Support, Directorate-General for Communications Networks, Content and Technology (*DG CONNECT*) regarding the processing operations of personal data in the context of Programmes 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 Programmes managed by this Directorate-General;
- 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

¹ Regulation (EC) N° 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 Community institutions and bodies and on the free movement of such data OJ L8 of 12/01/2001.

personal data in the context of Programmes managed by this Directorate-General;

- The Head of Unit responsible for Training and mobility of researchers, Directorate-General for Education and Culture (*DG EAC*), regarding the processing operations of personal data in the context of Programmes managed by this Directorate-General;

2. What personal information do we process, for what purpose and through which technical means?

The information collected via the Expression of Interest form and its processing is necessary in order to manage:

- the Commission's administration of the selection of experts who provides advice and input during the preparation of the calls for project proposals funded through the new Research and Innovation Framework Programme;
- The new Research and Innovation Framework Programme as a whole, in accordance with the Commission proposals of 30 November 2011;

2.1 Collection/registration of data

Information is provided by the experts themselves via the Expression of Interest form, and processed by staff of the Research and Innovation family DGs. The personal data that is collected and processed includes (grouped by section):

Personal details: title, first name, family name, gender, date of birth, nationality.

Contact details: e-mail address; current address including street (number and name), town/city, post code, country; and telephone number.

Area of expertise: indication of specialist field(s) and pre-defined additional field(s) of expertise (expert selects the specialist field(s) and pre-defined additional field(s) that best describe their expertise).

Capacity: indication of the capacity the expert will be considered for (expert selects the capacity for which they register). If the expert ticks the second option, additional information on the interests represented can be included (as free text). If the expert ticks the last option, the name of the organisation, street (number and name), town/city, post code, and country is required. Additional information on the profile, activity and size of the organisation can also be included (as free text).

Professional experience: current employment including title of position and years in the position (as free text); main publications (expert provides a list of up to 10 publications as free text) and achievements including date, country and nature of achievement (as free text); and information concerning assistance to the European Commission research and innovation programmes (relevant experience can be provided as free text).

Education and training: qualifications including title of qualification, subject or field, name of institution, country, and year awarded (as free text); and languages spoken (as free text).

Additional information: a CV (the expert can attach a CV in pdf format) or a link to a website where their CV is published (as free text); and their Expert Number of the Expert Area in the Participant Portal, if they have one already (as free text).

Data privacy: agreement to be considered for selection as an expert for Horizon 2020 advisory groups.

The information collected, including the expert's CV, is required for the proper assessment of experts' profile. This data will be used as a basis for the selection of experts, and, if selected, for the reimbursement of travel and subsistence costs incurred in the activities of the advisory groups.

2.2 Further processing of data

Further information will be collected for selected experts only in a follow-up phase outside the scope of the call for expressions of interest: Bank account reference (*IBAN and BIC codes*), VAT n° (*where applicable*) - cross-covered by notifications [DPO-300](#) (*Bank account file*) and [DPO-372](#) (*Legal entity file*) of DG BUDG.

The processing operations of the data above consist in the selection of experts, and, if selected, in their management, i.e. reimbursement of travel and subsistence expenses incurred by experts in the activities of the advisory groups.

The legal basis for these processing operations on personal data is listed in point 9 hereafter.

3. Who has access to your information and to whom is it disclosed?

After collection, access to your personal data is given to and processed by authorised Commission personnel involved in the administration of the Research and Innovation Framework Programme under the responsibility of the Controllers mentioned in point 1.

Some personal data may be disclosed in compliance with the relevant current legislation and established case law, and on a temporary basis to:

- (a) The Civil Service Tribunal, at its request;
- (b) The Ombudsman, at his request;
- (c) The European Data Protection Supervisor (EDPS), at his request;
- (d) The audit and control bodies such as OLAF, Court of Auditors.

4. How do we protect and safeguard your information?

The collected personal data and all related information are stored on servers of the European Commission, the operations of which abide by the European Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

5. How can you verify, modify or delete your information?

Experts can verify the information that they have submitted in the read-only copy of their Expression of Interest form which they receive following submission of the form. If experts wish to modify the information already submitted, they need to submit a new application. Previous application(s) will be ignored.

In case experts decide that they no longer wish to be taken into account and would like their profile to be deleted, they may contact the entity responsible for the processing of the collected information using the following email address: RTD-H2020-AG-EXPERTS@ec.europa.eu.

6. How long do we keep your data?

Personal data (*on paper and registered in databases*) is kept for the whole duration of the new Research and Innovation Framework Programme, i.e. 7 years.

7. Contact Information

For any questions relating to processing operations, you can contact the Controller at the following email address: RTD-H2020-AG-EXPERTS@ec.europa.eu and by specifying the details of your request.

Any further information relating to the processing of your personal data is detailed in the register of the Data Protection Officer of the European Commission: http://ec.europa.eu/dataprotectionofficer/register/index.cfm?TargetURL=D_REGISTER

8. Recourse

If you consider that your rights under Regulation (EC) N° 45/2001 have been infringed as a result of the processing of your personal data by the Controller, you have the right to have recourse to the [European Data Protection Supervisor](#).

9. Legal basis

The legal basis references which apply to the processing operations of your personal data are listed below, and may be updated into the register of the Data Protection Officer of the European Commission (*cf. point 7 above*) with respect to legal acts to be adopted in relation to Framework Programmes' activities.

- Article 16 of the Treaty on the Functioning of the European Union (ex. Article 286 TEC)
- 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 Community institutions and bodies and on the free movement of such data (OJ L 8/1, 12.01.2001)
- Communication from the President to the Commission: framework for Commission experts groups: horizontal rules and public register (C(2010)7649 final);

- Communication from the Commission on the collection and use of expertise by the Commission: principles and guidelines "Improving the knowledge for better policies" (COM(2002) 713 final);
- Proposal for a regulation of the European Parliament and the Council establishing Horizon 2020 - The Framework Programme for Research and Innovation (2014-2020) (COM(2011) 809 final);
- Proposal for a regulation of the European Parliament and the Council laying down the rules for the participation and dissemination in Horizon 2020 - The Framework Programme for Research and Innovation (2014-2020) (COM(2011) 810 final);
- Proposal for a Council Decision establishing the Specific Programme Implementing Horizon 2020 - The Framework Programme for Research and Innovation (2014-2020) (COM(2011) 811 final); and
- Proposal for a Council regulation on the Research and Training Programme of the European Atomic Energy Community (2014-2018) complementing the Horizon 2020 – The Framework Programme for Research and Innovation (COM(2011) 812 final).