



EUROPEAN COMMISSION

**SERVICE SPECIFIC PRIVACY STATEMENT (SSPS)
PROCESSING OPERATIONS OF APPLICANTS DATA**

1. Online services on the Participant Portal

The [Participant Portal](#) offers online electronic services such as proposal submission, online registration of organisations, in 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*), and requiring the handling of personal data and is subject to the [Regulation \(EC\) No 45/2001](#)¹.

The Controller of the collection and further processing operations of the data registered in the Participant Portal by the Participants/Organisations is:

- 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;

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.

- 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;
- 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 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 purposes and through which technical means?

Upon submission of a proposal/registration of an organisation, the personal and organisational data listed below are collected or updated, in order to manage:

- The Commission's administration of the evaluation of proposals and review of projects submitted for funding or funded through the Research Framework Programmes;
- The Research Framework Programmes as a whole, in accordance with the applicable regulation(s), which includes as well research networking and dissemination of results;
- Other (*non-FP*) Programmes funded by Research DGs and related EAs and JUs as a whole, in accordance with the applicable Legal Framework.

2.1 Registration of data

The personal data collected and further processed concern the contact persons for the project or organisation and are necessary for communication purposes. Information is collected by filling in the necessary forms that include the following items as identification/contact data:

- Last name, First name
- Title, Gender
- Department/Faculty/Institute/Laboratory name
- Phone, Mobile phone
- E-mail, Fax
- Address, if different from organisation address.

2.2 Further processing of data

a) In addition to the identification data listed in point 2.1, and in case of the selection of a proposal for negotiation and possible funding, further information will be collected in a follow-up phase outside the scope of the Participant Portal:

- Bank account reference (*IBAN and BIC codes*), crossed-covered by notifications [DPO-300](#) and [DPO-372](#) of the General-Directorate for the Budget;
- VAT no (*where applicable*);
- Costs statements, incl. personnel costs which reflect the total remuneration (*incl. social security charges and other statutory costs*) for FP7 Indirect Actions.

b) If the project coordinator/leader or principal investigator (*PI*) or any other staff member of any Participant in a funded project agrees unambiguously (*opt-in option when registering or declaration of agreement at a later stage*), the following data may be published on paper and internet for communication purposes (*and further processed for statistics/study/programme evaluation purposes by contractors or beneficiaries of a Cooperation and Support Action*):

- Last name;
- First name;
- Title;
- Gender;
- Department/Faculty/Institute/Laboratory name;
- Phone;
- Mobile phone;
- Email;
- Fax;
- Address, if different from organisation address;
- Short curriculum vitae (*professional contact details, education and work experience*);
- Nationality (*for statistical and communication purposes - e.g. the analysis of the mobility of researchers-*);
- Age (*for statistical and communication purposes - e.g. the analysis of the participation of young/elder researchers-*);
- Picture.

c) Further personal data may be collected and further processed concerning the scientific staff members of a project team of a Participant (*i.e. the entity which signed the grant agreement*), only upon unambiguous and informed consent of each concerned data subject, and for anonymous statistical studies, impact evaluation of the programme, or improvement of the funding schemes for researchers. The data that may be collected are the following ones:

- Last name, First name;
- Gender;
- Nationality;

- Staff category;
- Year of birth;
- Information on the latest higher education (*degree, subject area, institution, year of award, country*);
- Information on the latest post doctorate of professional station (*activity, start and end dates, institution/organisation, country*);
- Employment period within the funded project (*start and end dates*);
- Completion of the doctorate within the project (*month, year, subject area*).

For the processing operations described in points b) and c) hereof, the prior agreement of each concerned data subject shall be documented by the concerned participant (*i.e. the entity which signed the grant agreement*) according to the model of declaration in annex, to be filled in and signed by the data subject, and kept at disposal of the Controller by the participant for any possible verification.

d) For funded projects, the contact details of the administrative representative of each Participant as well as of the Project Coordinator are published on CORDIS portal/Europa/other dedicated Internet website/paper.

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

Technical information

Information is provided by the organisation, by a person(s) at the organisation filling in web forms on one of the services provided by the Participant Portal.

European Commission information systems are compliant with the [Commission Decision of 16 August 2006 C\(2006 \) 3602 concerning the security of information systems used by the European Commission](#).

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 the following persons:

- Internally authorised Commission, Executive Agencies and Joint Undertakings staff, independent experts and contractors who are working on behalf of and under the responsibility of the Commission and/or its institutions for the purposes of proposal evaluation, grant management, project reporting and Research networking;
- Other structures associated with the Research Framework Programmes, other Programmes and Initiatives, such as Programme Committees, Advisory Groups, other European Institutions or Community Programmes/Bodies/Initiatives.
- Public:
 - For projects under a grant agreement, a limited subset of *data (contact details of the administrative representative of each Participant and of the Project Coordinator, total budget of the project, publishable deliverables)* may be published on the CORDIS website/Europa/other dedicated Internet webpage/paper in order to allow establishing contacts between interested

parties and the research consortium, and may be printed for further dissemination;

- In case of prior and unambiguous consent of the project coordinator/leader, principal investigator (*PI*) or any participant in a funded project (*opt-in option*), the data listed in chapter 2 (*short curriculum vitae, nationality, age, picture*) may be published on paper and Internet.

After collection or update, the information is processed by authorised Commission, Executive Agencies and Joint Undertakings personnel or service providers under the responsibility of the Controllers mentioned in point 1.

In addition, some personal data may be disclosed in compliance with the relevant current legislation and established case law 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's computer centre, of either DG DIGIT or the DGs issuing the call or the DGs/institutions providing IT support (*RTD, CNECT, EAs*). The operations of all computer centres abide by the European Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

When processing operations are run by a service provider under a specific contract with the Commission, this provider acts only on instruction from the data Controller and undertakes to adopt appropriate technical and organisational security measures having regard of the risks inherent in the processing and to the nature of the personal data concerned, and respectfully of Regulation (*EC*) N° 45/2001.

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

In case you wish to verify which personal data is stored on your behalf by the responsible Controller, have it modified, corrected, or deleted, please follow the following steps:

Organisation registration

1. Log in to the Participant Portal to view your personal data submitted during the organisation's registration;
2. You can modify your data in the forms or delete your account anytime unless the validation of the data has started;
3. If the validation is ongoing, you can address your request to the Validation Services (REA-URF-VALIDATION@ec.europa.eu).
4. If the validation has already been finalised, the Legal Entity Appointed Representative can submit a request for modification via the Participant Portal.

From proposal submission until grant management

1. When you are in an active phase of proposal submission, negotiation or reporting, if you have "read and write" access to the application, you can modify or delete your contact data yourself by logging into the Participant Portal and accessing your personalised services.

If you have "read-only" access, your hierarchy within the project (*participant or coordinator contact(s)*) who have "read and write" rights can modify or delete your data.

2. When the services are not in an active mode:

- Proposal submission in the Participant Portal: There is a short period (*1 month*) when the data of the proposal can still be viewed but not modified anymore. After this period no access is given to the submitted data.
- After the closing of negotiations: your data can be modified/deleted by sending an e-mail to the address given in the Grant Agreement under the article devoted to 'Communication'.
- The personal data in submitted questionnaires can be modified or deleted via a request to the technical helpdesk.

Role management in the Participant Portal

- Only the primary coordinator/contact for the consortium is managed by the back-offices, all the other modifications adding or revoking access rights can be performed by the members of the consortium directly.
- Should the data of the primary coordinator contact need to be changed, a request must be sent to the e-mail indicated in the point "Communication" of the Grant Agreement, and, if on-going negotiations, to the responsible Project Officer.
- Roles cannot be managed by the back-offices before the negotiation stage has started.

Technical helpdesk

With technical problems, please contact the helpdesk of the Participant Portal.

6. How long do we keep your data?

For organisations which are not granted, personal data is kept for 3 years after the latest decision to reject the proposal was issued by the Programme Steering Committee / the closing of the project (*if the negotiation failed*) / the last update made by the concerned authorised representative of the data subject.

For information on organisations receiving funding and a grant agreement, personal data (*on paper and registered in data bases*) is kept as required by the Commission's Common Retention List (*SEC(2007)970*), i.e. 10 years after the closing of the project.

7. Contact Information

For any questions related to your rights under articles 13-9, and depending on where you are in the workflow (*registration versus further processing of your personal data*), data subjects can contact the Controller, by using:

- The Validation Service for any question concerning the Organisation registration and management (REA-URF-VALIDATION@ec.europa.eu);

- The contact information given in the Call for any question on Proposal submission;
- The designated Project Officer.

Any 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 front-end processing operations of personal data of Applicants 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 FP7 activities or other Programmes and Initiatives.

- 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*)
- 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*)
- 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*) and under the Seventh Framework Programme of the European Atomic Energy Community (*Euratom*) for nuclear research and training activities (*2007-2011*)
- 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)

- Commission Decision C(2007) 2466 of 13 June 2007 on the adoption of the rules to ensure consistent verification of the existence and legal status of participants, as well as their operational and financial capacities, in indirect actions supported through the form of a grant under the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013) and under the Seventh Framework Programme of the European Atomic Energy Community (*Euratom*) for nuclear research and training activities (2007-2011)
- Council Regulation (*EURATOM*) No 1908/2006 of 19 December 2006 laying down the rules for the participation of undertakings, research centres and universities in action under the seventh framework programme of the European Atomic Energy Community and for the dissemination of research results (2007 to 2011)
- Council Decision No 2006/970/EURATOM of 18 December 2006 concerning the Seventh Framework Programme of the European Atomic Energy Community (*Euratom*) for nuclear research and training activities (2007 to 2011)
- Council Decision No 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 No 2006/972/EC of 19 December 2006 concerning the specific programme: 'Ideas' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)
- Council Decision No 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 No 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)
- Council Decision No 2006/976/Euratom of 19 December 2006 concerning the specific programme implementing the Seventh Framework Programme of the European Atomic Energy Community (*Euratom*) for nuclear research and training activities (2007 to 2011)
- Decision No 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
- Council Regulation (EC) N° 1513/2002 of 27 June 2002 concerning the sixth Framework Programme of the European Community for research, technological development and demonstration activities, contributing to the creation of the European Research Area and to innovation (2002 to 2006)

- Council regulation (*EC, Euratom*) N° 2002/668 of 3 June 2002 concerning the sixth Framework Programme of the European Atomic Energy Community (*Euratom*) for nuclear research and training activities, also contributing to the creation of the European Area (2002 to 2006)
- 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
- Various implementation regulations, and general regulations such as the Financial Regulations, the Guide to Financial Issues relating to FP7 Indirect Actions
- 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)

MODEL
Declaration of agreement²
On the provision of personal data of scientific staff members /
On the publication of personal data of any Participant in a funded project

Project identification:

I undersigned...

Employed by... *(name of the project Participant/Organisation)*

Declare hereby that *(tick box ₁ and box ₂ and/or box ₃):*

₁ I have read and understood the provisions described in the relevant "Service Specific Privacy Statement" regarding the processing operations of my personal data;

₂ I agree that my following personal data are collected by the Controller (*European Commission, Research Executive Agencies or Joint Undertakings*) and further processed for anonymous statistical studies, impact evaluation of the programme, or improvement of the funding schemes for researchers:

- Last name;
- First name;
- Gender;
- Nationality;
- Staff category;
- Year of birth;
- Information on the latest higher education (*degree, subject area, institution, year of award, country*);
- Information on the latest post doctorate of professional *station* (*activity, start and end dates, institution/organisation, country*);
- Employment period within the funded project (*start and end dates*);

² All users of the Participant Portal are covered by the general privacy statement titled "FRONT-END PROCESSING OPERATIONS OF APPLICANTS DATA".

The Declaration of agreement is necessary only in those cases when the user does not fall under the category defined in the general privacy statement under point 2: contact persons for the projects or organisations. In these specific cases the Declaration of agreement will be requested by the Directorate General or Executive Agency in charge.

- Completion of the doctorate within the project (*month, year, subject area*).

I agree that my following personal data (*tick the corresponding boxes*) are published on paper and Internet for communication purposes:

- Last name;
- First name;
- Title;
- Gender;
- Department/Faculty/Institute/Laboratory name;
- Phone
- Mobile phone
- Email
- Fax
- Address, if different from organisation address
- Short curriculum vitae (*professional contact details, education and work experience*);
- Nationality (*for statistical and communication purposes - e.g. the analysis of the mobility of researchers-*);
- Age (*for statistical and communication purposes - e.g. the analysis of the participation of young/elder researchers-*);
- Picture.

Done on...

(*date*) at...

(*city, country*)

(*name and signature preceded by the mention "read, understood and approved"*).