



## **Data Protection Notice for data subjects involved in the CEF-TC-2019-3 grant award procedures**

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter "the Regulation"), the European Commission collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

1. Information on the **data controller**:

- a. Unit CONNECT/G2 "Interactive Technologies, Digital for Culture and Education"
- b. Person designated as being in charge of the processing operation: the Head of Unit
- c. Email: [cnect-g2@ec.europa.eu](mailto:cnect-g2@ec.europa.eu)

2. The purpose of the processing is to enable the European Commission to ensure the management and administration of grant procedures relating to the implementation of the call for proposal CEF-TC-2019-3 (eArchiving), which falls under its competence.

It should be noted that proposals submitted by natural persons are not eligible under the CEF programme. Hence the processing of personal data under this call concerns mainly the data relating to the natural persons who are the legal representatives or the contact persons of the entities involved in the grant award procedure (applicants, selected beneficiaries, coordinating applicant, affiliated entities, implementing bodies, etc...)

3. The **categories of data** collected and used for the processing operations are:

- Names;
- Function;
- Contact details (e-mail address, business telephone/GSM numbers fax number, business postal address, company and department, country of business, internet address);
- Expertise & technical skills, which are included in the proposals as regards the staff involved in the project (e.g.: languages, educational background, professional experience, etc.).

4. The **recipients** of the data are on a "need to know" basis:

- Staff of the Commission's evaluation team, operational and financial units and the legal team participating in the evaluation of the proposals and responsible for the follow-up management of grant decisions or agreements after the award;
- Bodies in charge of monitoring or inspection tasks in application of Union law (e.g. internal audit, IAS, Court of Auditors);
- External experts in charge of the evaluation of the proposals;
- The Translation Service of the Commission, if the application is not provided in English by the applicant;

5. **Data subjects rights**:

- You have the right at any time to access, rectify, erase ("right to be forgotten") your personal data;
  - You are also entitled to object to the processing or request for the restriction of the processing.
- You can exercise your rights by sending an email with the requested change(s) to the controller via the functional mailbox indicated here-above in Section 1.
- In any cases your data will be modified or removed accordingly and as soon as practicable. (maximum within 5 working days).

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

6. How does the European Commission protect and safeguard your data?

Access to your data is restricted on an individual need to know basis and through User-ID and password. Your data resides on the servers of the European Commission, which abide by strict security measures implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets.

**7. The relevant legal basis of the processing operation are:**

- Regulation (EU) No 1316/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Connecting Europe Facility, amending Regulation (EU) No 913/2010 and repealing Regulations (EC) No 680/2007 and (EC) No 67/2010;
- Regulation 2018/1046 of the European Parliament and the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union repealing Regulation N° 966/2012;

**8. The time limits for storing the data are the following:**

In accordance with the 2012 Retention List of the Commission:

- Files relating to the grant award procedure (evaluation of applications for grants and selection of projects for financing) are retained for a period of 10 years following the award decision;
- Files relating to unsuccessful application are kept only for three years following the award decision;
- Files relating to the management of grant agreements and decisions are kept by for a period of 10 years following the closure of the file (after final payment, de-commitment, etc.).

**9. Contact information**

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the email address mentioned here above in Section 1.

You may contact at any time the Commission Data Protection Officer: [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu). You have the right of recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).