



## **Data Protection Notice**

### **for data subjects involved in grant award procedures**

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation), the Innovation and Networks Executive Agency (hereafter INEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

1. The **controller** is INEA:
  - a. Unit R01 - Programme Support, Coordination & Communication
  - b. Person responsible for the processing: the Head of Unit
  - c. Email: [INEA@ec.europa.eu](mailto:INEA@ec.europa.eu)
  
2. The purpose of the processing is to enable INEA to ensure the management and administration of grant procedures relating to the EU funded programmes for which the implementation is entrusted to the Agency<sup>1</sup>.

It should be noted that proposals submitted by natural persons are not eligible under the CEF Programme. Hence, the personal data handled under this processing concern 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 personal 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:

All recipients are on a "need to know" basis:

  - Staff of the Agency's evaluation team, operational and financial units and the legal team participating in the evaluation of the proposals and to the following management of grant decisions or agreements after the award;
  - Bodies in charge of a monitoring or an inspection task in application of Union law (e.g. internal audit, IAS, Court of Auditors);
  - External Experts in charge of the evaluation of the proposals;
  - Staff of the relevant unit(s) of the Parent DG(s);
  - The Translation Service of the Commission if the application is not provided in English by the applicant and has to be requested by the Agency;

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<sup>1</sup> With the exception of the Horizon 2020 programme which is subject to a specific privacy statement on the participant portal.

## 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 INEA 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 legal basis of the processing are:**

- Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes;
- Regulation (EC) n° 1653/2004 of 21 September 2004 on a standard Financial Regulation for the executive agencies pursuant to Council Regulation (EC) n° 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programme;
- Commission Decision 2013/801/EU of 23 December 2013 establishing the Innovation and Networks Executive Agency and repealing Decision 2007/60/EC establishing the Trans-European Transport Network Executive Agency as amended by Decision 2008/593/EC;
- Commission Decision C (2013) 9235 of 23 December 2013 delegating powers to the Innovation and Networks Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport, energy and telecommunications infrastructure and in the field of transport and energy research and innovation comprising, in particular, implementation of appropriations entered in the general budget of the Union;
- Regulation 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation No 966/2012.

## 8. **The time limits for keeping 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 Data Protection Officer of the Agency ([INEA-DPO@ec.europa.eu](mailto:INEA-DPO@ec.europa.eu)). You have the right to have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).