



Data Protection Notice

EU Mission on Adaptation to Climate Change – Mission Implementation Platform (MIP4Adapt)

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

1. The **controller** is CINEA:

- a. European Climate, Infrastructure and Environment Executive Agency (CINEA)/ Unit C1 - Horizon Europe Climate
- b. Person responsible for the processing: Head of Unit C1.
- c. Email: CINEA-HE-CLIMATE@ec.europa.eu

2. The **purpose of the processing** is:

to handle personal data for the implementation of the contract for Building the Implementation Platform for the Climate Adaptation Mission under the Horizon Europe Work Programme 2021-22 (MIP4Adapt). The contract covers the provision of operation and support services, including:

1. Support to the Horizon Europe Adaptation Mission activities such as, the animation of a community of practice and its interactive forums, and the exchange of best practices and knowledge.
2. Support to regions/local authorities/communities in terms of:
 - a) access to knowledge;
 - b) technical assistance for the development of climate adaptation pathways and plans;
 - c) identification of specific adaptation projects and funding sources;
 - d) support for stakeholder engagement;
 - e) providing a helpdesk.
3. Communication activities for the Mission, including developing the Mission webpages and a monthly newsletter.
4. Organisation of Mission forums and events. These include the organisation of both virtual and in-presence events
5. Monitoring, reporting and evaluation on the Mission overall and activities, including through a Mission dashboard and satisfaction surveys.

3. The **data subjects** concerned by this notice are

Individuals from regions/local authorities/communities who may benefit from the services provided by the EU Mission on Adaptation to Climate Change – Mission Implementation Platform (MIP4Adapt), such as e.g.:

- Participants in the community of practice, and forum's users.
- Participants in the training and knowledge sharing events (both online and physical events).
- Participants in the Mission Forums.
- Beneficiaries of the technical assistance (representatives of beneficiaries' organizations).
- Users of the helpdesk.

- Recipients of the newsletter and other information material
- Respondents to surveys

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

- Function/title
- First name
- Last name
- Name of organisation
- City
- Country
- Region
- E-mail address
- Telephone numbers
- IP addresses for statistical purposes only without the identification of specific persons (only regional coverage of participants)

And upon prior consent only and for events:

- Participants lists
- Photos
- Dietary requirements for meals at physical events

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

- Staff members of the Operational and/or Administrative Units in the Agency and in the EC services in charge of MIP4Adapt.
- Contractors staff working as processors on behalf of the Agency or the EU Institutions. These include [Ricardo SL](#) who are the main contractor. There are also four significant subcontractors, [Fresh Thoughts Consulting](#), [Fedarene](#), [iCatalist](#) and [Joanneum Research](#) and a number of additional subcontractors who are providing regional support and technical services, such as [Dot Digital](#).
- Horizon Europe grant beneficiaries in the field of climate adaptation and mitigation.

In case of audits or proceedings, etc., personal data may be provided to CINEA's Internal Controller, DPO, Legal Sector, Staff Committee, etc.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure, Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission, the Court of Auditors ,the European Ombudsman, the European Data Protection Supervisor and the European Public Prosecutor's Office .

6. **Data Subjects rights:**

- You have the right at any time to access, rectify, erase ('right to be forgotten') your personal data or to request for the restriction of it processing;
- You are also entitled to object to the processing of your personal data on grounds relating to your particular situation at any time unless CINEA demonstrates compelling and overriding legitimate grounds or in case of legal claims;

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.

However, in line with Article 25 of the Regulation, the data controller may restrict the rights of the data subjects based on the [Decision of the Steering Committee \(2020\) 26 of 14/10/20 \(OJEU L 45 on 9.2.2021, p. 80\)](#), in case where such restriction constitutes a measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects, etc.

7. How does CINEA protect and safeguard your data?

To protect your personal data, the Agency has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

Access to your data is also restricted through User-ID and password and can be accessed via authentication system. Your data resides on the servers of the European Commission and its subcontractors, which abide by strict security measures. Surveys will be run via the EC EU survey tool on the EUROPA domain.

All processing operations are carried out pursuant to [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Agency's contractors (detailed in section 5) are bound by a specific contractual clause for any processing operations of your personal data on behalf of the Agency and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' - [Regulation \(EU\) 2016/679](#)). More information on the contractor's information security policy can be found [here](#).

8. 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;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency
- Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency¹ ;
- Regulation (EU) 2021/695 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe – the Framework Programme for Research and Innovation,

¹ with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries; comprising, in particular, implementation of appropriations entered in the general budget of the Union and those stemming from external assigned revenue

laying down its rules for participation and dissemination, and repealing Regulations (EU) No 1290/2013 and (EU) No 1291/2013 (Text with EEA relevance)

9. The **time limits for keeping** the data are the following:

In accordance with the 2019 Retention List of the Commission:

- Files relating to the award procedure for technical assistance (evaluation of applications for technical support, grants and selection of projects for financing) are retained for a period of 10 years following the award decision or 5 years for unsuccessful proposals

All other personal data related to the delivery of MIP4Adapt services will be deleted 1 year after the last action in relation to the project with the exception of data relating to dietary requirements, which will be deleted after the related event.

10. 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 (CINEA-DPO@ec.europa.eu). You have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).