LIST OF GRANT PREPARATION AND MANAGEMENT DATA
COLLECTED FOR SUCCESSFUL PROPOSALS

Annex to chapter chapter 4.2 of the Privacy Statement on ‘Grant management and registration/validation of participants’ published on the Funding & Tenders Portal

In addition to the identification data listed in section 3.1 of the Data Protection Notice, further data are collected and further processed for the proposals which have been retained for funding (or to be included in the reserve list) and grant management:

- Personal data entered into participant profile (Participant Identification Code – the PIC) in Participant Register of the Funding and Tenders Portal:
  - an ID-document presented for validation purposes (typically such ID-documents contain: name, photo, personal national identification number, date and place of birth, nationality, civil status; but also: height, eye-colour, particular signs of appearance, address, profession, etc.)
  - Data contained in LEAR appointment documents (LEAR appointment letter including LEAR roles and duties and the declaration of consent). This data contains: official name, position in the organisation, gender, address, telephone number, e-mail address, fax number, mobile phone number, signature(s).
  - Data contained in LEAR nomination supporting documents. These documents vary depending on entity / Participant. This data contains typically, but is not limited to: first and last names of officers, position in the organisation, date and place of birth, appointment history, employment contracts, other contracts of the entity with third parties, company internal documents, etc.
  - Data contained in the legal entity file. NB! This file contains personal data ONLY in case the Participant is a natural person. This data contains: legal name, business name, main and secondary registration number, place and date of registration, VAT number, address of the head office, phone number, e-mail address, signature and stamp of the entity.
  - Data contained in the financial identification file. NB! This file contains personal data ONLY in case the Participant is a natural person. This data contains: account name, IBAN account number, BIC/SWIFT code, branch code, bank name, address of bank branch, account holder name, account holder’s address, stamp of bank (representative), signature and bank account statement.
  - Data contained in the financial capacity assessment documents. These documents vary depending on entity / Participant. The data contains typically, but is not limited to: first and last names of officers, position in the organisation, signature, etc. If the Participant is a natural person the data may contain: the natural person’s tax declaration or other documents providing information on revenues and patrimony, liquidities available on
the natural person’s bank account, IBAN account number, BIC/SWIFT code, branch code, bank name, address of bank branch, account holder name, account holder’s address.

- Data contained in the SME assessment documents. The data may contain: the number/value of shares or voting right held by natural persons or group of natural persons, proofs for joint action of natural persons (including proofs of family links).

- Other personal data, unsolicited by the EU. The uploaded supporting documents may also contain personal data of other persons not necessary for the participant registration and validation processing (e.g. names of people recorded in minutes of a meeting as Participants, etc), but this data is not purposefully collected and processed by the Controller. Such data will still be kept by the systems which indeed is a processing operation, therefore by this provision we do not commit on deleting the data, but on refraining from further processing it.

- Identification and contact data of the Primary coordinator contact (PCoCo) and any further contact persons with access to the project data (unless already registered), as defined in the identity and access management of the Funding and Tenders Portal, described in the Online Manual; Role management in the Funding & Tenders Portal is in the hands of the Applicants. Further contact persons can be added or removed according to the needs of the consortium/Applicant. For a complete list of roles see the Online Manual;

- Financial data:
  - Bank account reference (IBAN and BIC codes)\(^1\);
  - VAT number (where applicable);

- Cost related data\(^2\): cost statements, including personnel costs which reflect the total remuneration (including social security charges and other statutory costs\(^3\)), travel costs per beneficiary; regularly there is no breakdown per individual requested. The failure of any beneficiary to provide such information would result in the rejection of the corresponding costs in accordance with Articles 6, 22, 42 and Chapter 6 of the Model Grant Agreement;

- Dissemination, training related information related to tasks performed in the frame of the project, provided e.g. via deliverables of the project;

- Other categories of data: in compliance with Article 225(3 and 4) of the Financial Regulation\(^4\) applicants shall give a declaration of honour that their legal entity, the

\(^{1}\) Cf. notifications DPO-300 and DPO-372 of DG BUDG.

\(^{2}\) In the case of audits, the auditors may collect further personal data such as salaries, pension contributions, health insurance, unemployment fund contributions. Cf. DG R&I notification for H2020 external audits.

\(^{3}\) However, in the case of audits, the auditors may collect further personal data such as salaries, pension contributions, health insurance, unemployment fund contributions. Cf. DG R&I notification DPO-3398.

person representing them, member of their staff (according to the specific provisions of the call) is not in one of the exclusion situations referred to in Articles 136(1) and 141(1) of the Financial Regulation;

- Further documentation may be requested in the framework of the ethics screening/review/monitoring of actions, including (indicatively): training certificates; personal licences and/or licences of the action (e.g. for experiments with animals); authorisations from the local/national competent authority/body (e.g. for processing of personal data in relation to human bio samples); permissions for secondary use of personal data;

- If necessary, further documentation may be requested in the framework of MSCA Special Needs Lump Sum (SNLS): health-related certificates, additional information on the disability for which the grant is requested;

- If necessary, further documentation may be requested to treat complaints submitted in relation to MSCA: employment contracts, additional information on the issues of complaint.

- Supporting documents signed between producers, distributors and sales agents for the Media subprogramme.