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DATA PROTECTION NOTICE

ERCEA Department B

[PAN: Panel Nominations]

This statement concerns the processing operation called "PAN: Panel Nominations". This processing requires the handling of personal data and is therefore subject to Regulation (EU) 2018/1725 (Data protection regulation)¹.

The PAN IT tool is a platform that facilitates all the communications between the Committee on Panels (CoP) of the European Scientific Council (ERC) and the European Research Council Executive Agency (ERCEA) staff regarding the panels composition. All data involved in panel recruitment is stored in the PAN IT Tool. In particular, PAN IT Tool contains: 1) an overview of all ERC panel compositions in all calls (either closed call, running calls and calls under recruitment); 2) information on data-subject concerning their contact data (e.g. First name, Last name, Host Institution, Host Institution Country, Gender, publically available email addresses), their role in the ERC panels, their field of expertise and other data considered in the panel composition rules (e.g. ERC grantee for those having a ERC grant, country distribution, gender etc.).

The CoP consists of the Scientific Council (ScC) Domain Coordinators, deputy Domain Coordinators and the President of the ScC. There are three coordinators responsible for the different disciplinary domains - Social Sciences and Humanities (SH) - Life Sciences (LS) and Physical and Engineering Sciences (PE).

The CoP is responsible for the decisions concerning the ERC panels composition. The ERC panels are peer-reviewing panels involved in the assessment of the ERC proposals submitted to a call. The ERC panels comprise one Panel Chair and several Panel Members up to 18 panelists. The CoP identifies the Panel Chairs and Panel Members to serve in the ERC panels. By decision of the CoP, ERC Panels Members already served can be re-invited or/and New Panel Members can be invited.

1. What personal information do we collect, from where and for what purpose?

1.a) Personal data

Personal data of data subjects is collected in two different occasions namely when experts are suggested as potential ERC panel members or when nominated and informally invited as ERC panel member.

When suggested as potential panel member, a minimum set of data is collected namely

- First Name,
- Last Name,
- Current Host Institution,
- Host Institution Country for new Host Institution in the PAN IT Tool,

¹ REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

- Gender,
- Professional or private email addresses.

All collected data is retrieved from publically available websites.

However, when potential panel members are nominated and informally invited additional information is collected:

- Title (fill in by default Prof.,
- Second email address, if existing
- Secondary Host Institution* and Country* for new Host Institution in the PAN IT Tool
- Former Host Institution and the termination date*, if known,
- Website*,
- Scientific expertise*

The personal data marked with an asterik is not compulsory to be filled in at invitation stage; however, in case data subjects accept to be an ERC Panel Member, they will be asked to provide or confirm by email the collected personal information for the elements marked with an asterik. Collecting information on Secondary Host Institution, Former Host Institution and its termination data is relevant to ascertain possible situations of Conflict of Interest while serving in the panels, while collecting information on data subjects' expertise is important to ensure that the panel expertise is covered and to enable proposal assignment.

1.b) Purposes of the processing

The processing of the collected personal data is necessary to ensure that the composition of the ERC panels respects to the broadest possible the principles of geographical distribution of the data subjects' Host Institutions, expertise coverage, ERC grantees percentage, percentage of renewal and gender balance.

First of all the data subject is informally invited to express his/her interest in becoming an ERC Panel Member. On the basis of a set of expert suggestions by the Scientific Council Members, the ScC Domain Coordinators, who have the role of completing the ERC panels, send the informal invitation by inserting the personal data of nominated ERC Panel Member in PAN. The ScC Domain Coordinators ensure that panel composition rules are always respected (i.e. broadest possible geographical distribution, gender balance, percentage of renewal etc.). For this initial contact, the ScC Domain Coordinators use only personal data collected from public sources and hence available to the general public. Moreover, with the informal invitations nominated ERC Panel Members are asked to provide their consent for keeping their data in the PAN IT Tool.

All informal invitation emails generated by the PAN IT Tool include a unique link to a webpage in which potential ERC Panel Members can encode their replies.

By crossing out one of the following set of options:

(1) **Accepting to participate as ERC Panel Member.** Those who informally accept participating to the ERC evaluation are invited formally by the ERCEA. All data is validated by the data subjects during their appointment process. The data subject is once more informed that the data is kept by ERCEA and agrees to it.

(2) **Not accepting to participate as ERC Panel Member but providing consent to keep their personal data and be considered for future calls** Those who express availability to participate to future calls and have confirmed the information retrieve from public sources have their data, stored in the PAN IT Tool. Nominated ERC Panel Members' availability to participate in future calls is recorded in the PAN IT Tool.

(3) **Not accepting to participate as ERC Panel Member but providing consent to keep a minimum amount of personal data** (First name, Last name, Host Institution, professional and private email addresses) for not being further contacted.

(4) **Not accepting to participate as ERC Panel Member and requesting to delete all data.** In this case no personal data is stored in the PAN IT Tool.

In case the data subjects reply by e-mail to the informal invitation of the ScC Domain Coordinator instead of using the weblink provided, their replies are encoded directly in the PAN IT Tool by the

ScC Domain Coordinators if the consent has been provided. Otherwise, all their data is automatically deleted if option 4 is selected. These data subjects can be once more suggested or nominated in the future as no information is kept in the PAN IT Tool.

The ERC Panel Members who already participated to at least one ERC evaluation have already been informed that they could be re-invited to ERC evaluations in alternative years. Their personal data are then stored in the PAN IT Tool, as previously validated by them through the Funding and Tender Portal.

Re-invitation of ERC Panel Members is subject to assessment of their performance. The performance indicators are stored in the PAN IT Tool.

1.c) From where the data is collected

The personal data (First name, Last name, Host Institution, Host Institution Country, Gender, profession or private e-mail addresses) is only collected from public sources. The Scientific Council Members provide suggestions of data subjects mainly based on their networks of collaborations while the final invitation is sent by the ScC Domain Coordinators who ensure that panel composition rules are always respected (i.e. broadest possible geographical distribution, gender balance, percentage of renewal etc.), Data collection is made for all data subjects suggested by ScC Members while data retention happens for all data subjects nominated by the ScC Domain Coordinators. The main public sources used are the website of universities, research institutes, publishers, scientific societies etc.

Other personal data (Secondary Host Institution, Former Host Institution and the termination date and Scientific expertise, are collected directly from the data subject.

Data collected is deleted if:

- Data subjects never replied to the invitation by the ScC Domain Coordinator,
- Data subjects replied to the invitation by the ScC Domain Coordinator but did not provided consent to keep their data,
- Data subjected were never nominated for the call to which they were suggested by the Scientific Council Members

Data deletion occurs before completion of the assessment of the proposals submitted to the call to which data subjects were suggested or nominated.

2. Who has access to your information and to whom is it disclosed?

The information on panel recruitment is accessible to all Scientific Council Members and ERCEA staff on the basis of the need to know principle in order to allow them to implement their functions related to the panel recruitment, proposal assessment and contacting of panel members.

In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to legislative or supervisory bodies of the ERCEA, as well as auditing bodies.

Scientific Council Members and ERCEA staff can access PAN IT Tool from third countries via provided EU Login. All PAN IT users are bound to confidentiality and are warned about confidentiality when downloading information.

3. What are your rights?

You have the right to access the personal data that the ERCEA holds about you and to request to have them rectified where necessary. Where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller.

To exercise any of these rights, you should apply to the Head of the Scientific Department at the ERCEA, who is responsible for such processing (i.e. the Controller), by sending an e-mail specifying your request to the mailbox indicated in point 5. Please note that in some cases

restrictions under the terms and conditions of Article 25 of the Data protection regulation may apply.

As the processing of your personal data is based on your consent [point (d) of Article 5(1) or point (a) of Article 10(2)], please note that you can withdraw it at any time, and this will have effect from the moment of your retraction. The processing based on your consent before its withdrawal will still be valid.

4. How long do we keep your data?

The administrative retention period of the ERC Panel Members' data is ten (10) years after the end of the particular Program in which they were serving (e.g. FP7, H2020 or HE). In particular, data stored in the PAN IT Tool is First name, Last name, Host Institution, calls served with reference to the panel they served. The data stored in the PAN IT Tool is needed in order to comply with the panel composition rules when the panels of future calls are set up.

The administrative retention period of the data collected differs depending if the suggested expert is nominated or not by the ScC Domain Coordinators. In case a data subject is not nominated, the retention time is from suggestion until the start of the second evaluation step of the call to which the expert was suggested. At that time, their data will be automatically deleted from the PAN IT Tool.

In case a data subject is nominated, the retention time is from suggestion until nomination. Therefore, administrative retention times will vary from one week until 1 year for business continuity reasons as retention of their data enables prompt nomination of suggested experts in case of resignation of nominated experts during the first phase of the evaluation of the proposals to the call to which they were suggested.

5. Contact information

If you would like to receive further information, you can contact the responsible person (the Controller), who is the Head of the Scientific Department via the mailbox:

ERC-PAN-SUPPORT@ec.europa.eu

The ERCEA Data Protection Officer is at your disposal for any clarification you might need on your rights under Regulation (EU) 2018/1725 at the following e-mail address:

ERC-DATA-PROTECTION@ec.europa.eu

You may lodge a complaint to the European Data Protection Supervisor: EDPS@edps.europa.eu

6. Legal basis

The legal basis applying to these processing operations are:

5(1)(a) of Regulation 2018/1725 processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

5(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

5(1)(c) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.