



**European Research Council**  
Executive Agency

Established by the European Commission

## RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the 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 (henceforth the "Data protection regulation")

Record n°

DPO 12 - 2019

*In accordance with Article 31 of the new Regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.*

*This record covers two aspects:*

- 1. Mandatory records under Art 31 of the new Regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

*The ground for the record is (tick the relevant one):*

- Regularization of a data processing operation already carried out*
- Record of a new data processing operation prior to its implementation*
- Change of a data processing operation.*
- Migration from notification to record*

### PAN: Panel Nominations

1	Last update of this record if applicable	Ares(2020)2975254 – 09/06/2020
2	Short description of the processing	<p>PAN is a secure platform that facilitates all the communications between the Committee on Panels (CoP), the Scientific Council and the ERCEA staff regarding panel recruitment and panel composition.</p> <p>Actors:</p> <ul style="list-style-type: none"> <li>- The CoP consists of the Scientific Council (ScC) Domain Coordinators; there are 3 coordinators responsible for the 3 different disciplinary domains - Social Sciences and Humanities (SH) - Life Sciences</li> </ul>

(LS) and Physical and Engineering Sciences (PE); there are also Deputy Domain Coordinators and the President of the ScC.

- The Committee on Panels (CoP) is responsible for decisions concerning the ERC panels' composition. The CoP decides upon Panel Chairs and Panel Members re-invitations based on the outcome of the Annual Information Exercise (AIE); the ScC Domain Coordinators decide on the recruitment of new panel members, following the suggestions of suitable experts by the ScC members, by implementing the requirements to ensure panel renewal, completion and expertise coverage.

- The Operational Standing Committee (OSC) of ERCEA is responsible for the legal and administrative steps leading to the appointment of experts.

- The Scientific Officers (ERCEA Staff) are responsible for assessing the expertise gaps in ERC panels that are the basis for ScC members to provide expert suggestions.

The PAN IT Tool is a platform that:

- facilitates the communication between the Scientific Council (ScC) Domain Coordinators, the ScC members, the Scientific Officers and the OSC about potential Panel Members suggestions and nominations (data subjects);

- facilitates all the communication between CoP members, ScC members and OSC providing a more secure platform for sensitive data;

- is a direct interface with the ERC expert management database managed by ERCEA;

- contains information on the panels namely on: 1) overview of all panel compositions in all calls (either including closed call, running calls and calls under recruitment); 2) information about experts concerning their role in the panels, their field of expertise and other data considered in the panel composition rules (e.g. ERC grantee, country distribution, gender, performance indicator (if any) etc); and 3) information about suggested experts that could be informally invited after being suggested by ScC members (e.g. First name, Last name, current Host Institution, Host Institution country for new Host Institution's profiles in PAN, gender and email).

Actions:

The ScC members and/or the ScC Domain Coordinators are responsible to suggest experts that are suitable to fill in expertise gaps in panels. Scientific Officers can provide expert suggestions exclusively on request and subject to the endorsement by ScC members.

These suggestions are inserted in the PAN IT Tool by these actors (i.e. ScC Members, Scientific Officers and ScC Domain Coordinators) who have access to the tool via their EU login account. A minimum set of data is collected for the suggested experts namely First Name, Last Name, current Host Institution, Host Institution country for new Host Institution's profiles in the PAN IT Tool, gender and email.

The ScC Domain Coordinators are responsible for the final nomination of ERC Panel Members that are either New Panel Members following suggestion inserted in the PAN IT Tool by ScC members or re-invitations following CoP decision upon completion of the AIE. They are equally responsible for completing the expert profile in PAN in addition to the already stored information that comprised First name, Last Name, Host Institution, gender and email address.

The OSC is responsible for the administrative checks of nominated ERC Panel Members (either new or re-invited). These checks ensure accuracy of information and compliance to panel recruitment rules defined by the CoP.

The Scientific Officers (ERCEA Staff) are involved in the recruitment process when requested by ScC members or ScC Domain Coordinators to either assess expertise gaps in panels under recruitment or provide expert suggestions when specifically requested.

Nominated ERC Panel Members can encode their reply to informal invitations sent by ScC Domain Coordinator(s) and upon acceptance, they are requested to declare their expertise as a function of the panel descriptors in PAN IT Tool and choosing free keywords.

**Part 1 - Article 31 Record**

<b>3</b>	<b>Function and contact details of controller</b>	Unit: Head of the ERCEA Scientific Management Department ERC-PAN-SUPPORT@ec.europa.eu
<b>4</b>	<b>Contact details of the Data Protection Officer (DPO)</b>	ERC-DATA-PROTECTION@ec.europa.eu
<b>5</b>	<b>Name and contact details of joint controller (where applicable)</b>	N/A
<b>6</b>	<b>Name and contact details of processor (where applicable)</b>	DG DIGIT e-mail: DIGIT-EC-SMT@ec.europa.eu

7	<p><b>Purpose of the processing</b></p>	<p>PAN IT Tool is designed to support the ScC Domain Coordinators in their task to collect expert suggestions by ScC members, to identify and informally ask the availability of the best suitable suggested experts to fill in a certain expertise gap; upon acceptance, they will be formally invited and contracted by the ERCEA. ScC Domain Coordinators are supported by ScC members in the process of identifying experts to serve in the ERC panels. Scientific Officers can exclusively provide expert suggestions on request but these need to be endorsed by ScC members. Final nomination is done by the respective ScC Domain Coordinator.</p> <p>PAN IT Tool is a secure platform allowing keeping track of all collected suggestions by ScC members, their possible informal invitation by the ScC Domain Coordinators and their replies. The PAN IT Tool allows recording their decisions to accept or decline informal invitations, declare availability to future calls in case of declination of current invitation and to consent or not keeping their data in the PAN IT Tool. The, PAN IT Tool ensures an optimisation of the collection of suggestion of experts by ScC members (and Scientific Officers when specifically requested by ScC members) and their possible nomination by ScC Domain Coordinators. In addition, PAN guarantees smoother and more efficient communication between the ScC Domain Coordinators, ScC members and ERCEA staff before, during and after informal invitation of experts, in a way that ensures safer management of data subject information and makes redundant any exchange of personal data among the different actors. All suggested experts that were not invited shall be automatically deleted at the beginning of the Step 2 panel meeting of the call for which they were suggested.</p>
8	<p><b>Description of the categories of data subjects</b></p>	<p><input checked="" type="checkbox"/> EA staff (Contractual and temporary staff in active position) (First name, Last name, e-mail address, EU-login)</p> <p><input type="checkbox"/> Visitors to the EA</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input checked="" type="checkbox"/> External experts (First name, Last name, email address, URL, gender, Host Institution country, expertise)</p> <p><input type="checkbox"/> Contractors</p> <p><input checked="" type="checkbox"/> Other, please specify Scientific Council Members (First name, Last name, e-mail, address, EU-login)</p>

9	Description of personal data categories	<p><i>Categories of personal data:</i></p> <p><input checked="" type="checkbox"/> in the form of personal identification numbers (i.e. PAN nominee ID)</p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p><input checked="" type="checkbox"/> concerning the data subject's private sphere (e.g. gender)</p> <p><input type="checkbox"/> concerning pay, allowances and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts (e.g. invitation, recruitment and contractual status)</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input checked="" type="checkbox"/> concerning the data subject's career (e.g. ERC grantee, expertise)</p> <p><input checked="" type="checkbox"/> concerning leave and absences (e.g. panel member availability)</p> <p><input type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses)</p> <p><input type="checkbox"/> Other :please specify :</p> <p><i>Categories of personal data processing likely to present <u>specific risks</u>:</i></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input checked="" type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct), specifically regarding their conduct and ability to undertake evaluation tasks</p> <p><i>Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10 new Regulation):</i></p> <p>revealing racial or ethnic origin <input type="checkbox"/></p> <p>revealing political opinions <input type="checkbox"/></p> <p>revealing religious or philosophical beliefs <input type="checkbox"/></p>
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10	<b>Retention time (time limit for keeping the personal data)</b>	<p>The administrative retention period of the data ERC Panel Members is ten (10) years after the end of the Particular Program in which they were serving (e.g. FP7, H2020 or HE).</p> <p>The data of the suggested experts by ScC members or ScC Domain Coordinators that were not informally invited or never replied to an informal invitation is retained for a very limited period of time, i.e. until the beginning of the Step 2 panel meeting of the call for which they were suggested. Such decision ensures business continuity as in case of declination of panel members during Step 1 panel meeting, new nominations can be quickly done based on existing suggestions in the PAN IT Tool.</p> <p>Is any further processing for historical, statistical or scientific purposes envisaged?  <input checked="" type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b></p> <p>The personal data of the experts who have served in ERC panels will be further processed for statistical and scientific purpose up to 25 years and for historical purpose for an indefinite period of time.</p>
11	<b>Recipients of the data</b>	<p>External to the ERCEA:          The CoP and the remaining Scientific Council Members, only on a need to know basis.</p> <p>Internal to the ERCEA:          The OSC, the Heads of the Scientific Units and the Scientific Officers of units B3, B4 and B5, D1 IT officers, Call Coordination Communication unit and the Expert Management Staff, only on a need to know basis.</p>
12	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	<p>There are no transfer of personal data to third countries or international organisations envisages in the PAN IT Tool.</p> <p>Scientific Council Members and ERCEA staff could potentially access PAN IT Tool from third countries, however the access will be secured via the provided EU Login. All PAN IT Tool users are bound to confidentiality and are warned about confidentiality when downloading information.</p>
13	<b><u>General</u> description of the technical and organisational security measures</b>	<p>The ERCEA computer systems have very restricted physical access for externals due to the security measures (restricted access to identified people supervised by security guards) of the building. The Scientific Council Members will be usually using PAN from their professional locations and the access will be via provided EU Login.</p> <p>Access rights will be attributed by the Business Process Controller under the supervision of the Data Controller and within a limited scope. The access to the personal data is limited to point 12, on a need to know basis. All PAN IT Tool users will need an EU-</p>

		Login username and password and therefore the actual exercise of the access rights can be controlled and traced, if needed for security reasons.
14	<b>Information to data subjects/Data Protection Notice (DPN)</b>	<p>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 (Job title, First name, Last name, Current and Secondary Host Institution(s), Host Institution Country, Secondary Host Institution and respective emails, Gender, , Former Host Institution and the termination date of their affiliation*, if known and scientific expertise) imported in the PAN IT Tool have been previously validated by them through the Funding and Tender Portal (or in the previous Participant Portal).</p> <p>Personal data of of a newly nominated ERC Panel Member is saved in the PAN IT Tool by the ScC Domain Coordinators, who send the informal invitation, which contains a Data Protection Notice explaining to the potential ERC Panel Members how their personal data (First Name, Last name, Host Institution (Current and Secondary, if existing), Host Institution Country if the Host Institution's profile is not present, Gender and email address(es)) will be treated and asking consent to keep their data in the PAN IT Tool. All informal invitation emails generated by PAN will include a unique link to a webpage in which potential ERC Panel Members can encode their replies, while the body of the email is drafted by the ScC Domain Coordinator.</p>