



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 20-2020

In accordance with Article 31 of the data protection 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 data protection 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 to record

(This part may be public) Visiting Fellowship Programmes

1	Last update of this record if applicable	Date of last update: Ares(2020)2847445 - 02/06/2020
2	Short description of the processing	Personal data is collected through EUSurvey in order to implement the recommendations issued by ERC in "Fellowship to Visit ERC Grantee" ¹ . Department B of ERCEA (and in particular Unit B2) is in charge of implementing the referred Programmes which aim at funding potential candidates for the ERC's calls to visit the teams of existing ERC-funded Principal Investigators.

¹ https://erc.europa.eu/sites/default/files/document/file/fellowship_visit_erc_grantee_en.pdf, published on 15 March 2019.

(This part may be public)
Part 1 - Article 31 Record

3	Function and contact details of the controller	Function: Head of ERCEA Department B (Scientific Department) E-mail: ERC-VISITING-FELLOWSHIP-PROGRAMMES@ec.europa.eu
4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	DG DIGIT Head of Unit of DIGIT.D.1, Directorate-General for Informatics (DIGIT) DIGIT-D1@ec.europa.eu
7	Purpose of the processing	The purpose of this processing operation is to encourage, develop and facilitate the provision of opportunities in Europe for early-career scientists supported by European funding agencies to temporarily join a research team run by an ERC grantee, in line with the Visiting Fellowship Programmes that have been signed with key funding bodies and authorities across Europe. To this purpose, personal data are collected and processed in order to put in contact the early-career scientists with the ERC grantees. A specific survey is used which is filled-in by the data subject interested in the programme.
8	Description of the categories of data subjects	Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries) <input type="checkbox"/> EA staff (Contractual and temporary staff in active position) <input type="checkbox"/> Visitors to the EA <input type="checkbox"/> Contractors providing goods or services <input type="checkbox"/> Applicants <input type="checkbox"/> Relatives of the data subject <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Witnesses <input checked="" type="checkbox"/> Principal Investigators <input type="checkbox"/> Beneficiaries <input type="checkbox"/> External experts

		<input type="checkbox"/> Contractors <input type="checkbox"/> Other, please specify _____
9	Description of personal data categories Indicate all the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):	<p><i>Categories of personal data:</i></p> <input checked="" type="checkbox"/> in the form of personal identification numbers ERC Project number and Acronym <input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints <input type="checkbox"/> concerning the data subject's private sphere <input type="checkbox"/> concerning pay, allowances and bank accounts <input type="checkbox"/> concerning recruitment and contracts <input type="checkbox"/> concerning the data subject's family <input checked="" type="checkbox"/> concerning the data subject's career Area of expertise and project abstract <input type="checkbox"/> concerning leave and absences <input type="checkbox"/> concerning missions and journeys <input type="checkbox"/> concerning social security and pensions <input type="checkbox"/> concerning expenses and medical benefits <input type="checkbox"/> concerning telephone numbers and communications <input checked="" type="checkbox"/> concerning names and addresses (including email addresses) Name, surname and professional e-mail address <input type="checkbox"/> Other :please specify : <p><i>Categories of personal data processing likely to present specific risks:</i></p> <input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures <input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct) <p><i>Categories of personal data whose processing is prohibited, with exceptions (art. 10 new Regulation):</i></p> <input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> concerning health <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely

<p>10</p>	<p>Retention time (time limit for keeping the personal data)</p>	<p>identifying a natural person <input type="checkbox"/> concerning sex life or sexual orientation</p> <p><i>Specify any additional data or explanatory information on the data being processed, if any:</i></p> <p>Personal data is kept as long as follow-up actions to the consultation (including monitoring, evaluation and impact assessment) are necessary with regard to the purpose(s) of the survey as well as for the consultation and its related management. All personal data will be deleted from databases at the latest 5 years after the beginning of the survey has taken place or after its exportation into an aggregated and anonymous form. This ensures that ERCEA can verify the consent provided by the data subject until the procedure is concluded. In case you intend to further process the personal data for a compatible purpose with the 'initial' one, please also indicate this retention period if different</p> <p>Reports containing personal data will be archived according to the Common Commission Retention List (SEC(2019)900/2), to which the ERCEA has to adhere.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Before the expiration of the 5 years period, personal data collected for this specific action may be transferred to a restricted folder on the ERCEA shared drive for the sole purpose of historical, statistical or scientific use related to this specific action. Access to this folder is granted only upon approval by the ERCEA Head of Department B in charge and solely on a "need to know" and "need to do" basis. Data will be kept in this restricted folder for no longer than necessary for the fulfilment of historical, statistical or scientific purposes related to this specific action, after which it will be deleted.</p> <p>If yes, indicate the further retention time: ...</p> <hr/> <p>If the answer is yes, please go to Part 2 Compliance check, Storage and Security for technical safeguards.</p>
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11	Recipients of the data	<p>Who will have access to the data within the Agency or outside? Who will have access to the data outside the Agency? Note: no need to mention entities that may have access in the course of a particular investigation/visit/ inspection (e.g. OLAF, EO, EDPS).</p> <p>The raw data and information gathered in the survey is accessible on a need to know basis to: Selected members of the ERCEA staff, for processing the information; selected members of DIGIT staff that administrate EUSurvey, the tool used for the questionnaire; The European Research Council, for historical, statistical or scientific purposes (e.g. evaluation and impact assessment of the programme). The results of the survey are delivered by the IT Unit (D1) to the ERCEA Head of Department B, who is the controller of this processing operation.</p> <p>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.</p> <p>The data will be transferred by email to: the EU and non-EU authorities and organizations participating in the initiative which will get a listing of the interested PIs, together with the publishable description of their respective ERC-funded projects; and researchers of these national or regional authorities or organizations, which will be informed of the collaborative opportunity through the issuance of a Dear Colleague Letter that describes the goals of the programme and the collaborative opportunities as defined by the European researchers who have agreed to the transfer of the information.</p>
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>A minimised set of data, limited to the information necessary for an unambiguous identification of the PIs (name and family name of the PI, email address, number, acronym and abstract of the project, area of expertise) is transmitted to third countries on the basis of the need to know principle and by complying with the specific conditions set up by the applicable data protection framework.</p>
13	<u>General</u> description of the technical and organisational security measures	<p>The agency procedure states that the IT unit creates the survey on behalf of the survey owners. The creator of the survey can export and send the results to the survey owners.</p>
14	Information to data subjects/Specific Privacy Statement (SPS)	<p>You can find the ERC's data protection notice regarding the Visiting Fellowship Programmes here: https://erc.europa.eu/sites/default/files/document/file/sps-interest-visiting-fellowship-prog.pdf</p>