



European Research Council
Executive Agency

Established by the European Commission

Brussels, 18/05/2018
ERCEA

SPECIFIC PRIVACY STATEMENT ERCEA Department B Survey on interviews in the ERC AdG Evaluation

This statement concerns the processing operation called "Survey on the presence of interviews in the ERC Advanced Grant Evaluation". This processing requires the handling of personal data, and is therefore subject to Regulation (EC) No 45/2001¹.

1. What personal information will be collected, for what purpose and by what means?

Surveys aim to gather information on a topic for analysis. They are organised to discover or confirm ways to improve a working procedures in the Agency to contribute to the achievement of the Agency's mission and objectives. Information in this survey is collected to act as an input for the ERC Scientific Council decision on whether to include interviews in the ERC Advanced Grant evaluation.

The only personal data directly requested in the survey is the participant's name and its opinion. This information will then be linked to other personal data of the participant which is already registered by the Agency's, such as panel, type of Call, gender, nationality, etc, for further analysis.

This survey will be implemented using EUSurvey tool. EUSurvey uses session "cookies" in order to ensure communication between the client and the server. Therefore, your browser must be configured to accept "cookies". For more information data processing in EUSurvey, please read: <https://ec.europa.eu/eusurvey/home/privacystatement>.

After the collection period the survey is closed and no further answers are possible. The data is subsequently transferred to a database in form of an excel table for further analysis or analysed manually.

Participation in the questionnaire is voluntary.

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

The raw data and information gathered in this survey is accessible only to a strictly limited number of selected members of ERCEA staff: this includes members of the ERC Unit B2

¹ Regulation (EC) 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, OJ L 8, 12.1.2001, p. 1.

Data Analysis team and members of the ERC Unit D1 supporting the survey and management of these two Units.

The members of the B2 Data Analysis team will have access for purpose of data analysis. The member of Unit D1 Survey team will be implanting the survey technically and transmitting the results to ERC Unit B2 Data Analysis team.

The anonymised and aggregated survey results will be visible as a read only document to ERCEA members of staff who have a need or professional interest to access it, and to members of the ERC Scientific Council for policy setting purposes.

The results of the survey will be delivered by the IT Unit (D1) to Unit B2 (Call and Project Follow up Coordination - Data Analysis Team) whose Head of Unit is the controller of this survey. For as long as the content is stored on the ERCEA internal network, the LSA team has administrator access to the content. The results will be delivered anonymously.

3. How do we protect and safeguard your information?

Access to the IT infrastructure on which the survey is based is limited to system administrators, protected by the use of badge and a PIN. Access to the survey content is controlled via 'active directory authentication' (username and password). Access to the survey results is limited to selected ERCEA staff.

4. How long do we keep your data?

All personal data will be deleted from ERCEA databases at the latest one year after the beginning of the survey has taken place or after its exportation into an aggregated and anonymous form. Reports containing personal data will be archived according to the Common Commission Retention List (SEC(2007)970), to which the ERCEA has to adhere.

5. How can you access, verify, modify or delete your data?

To verify, modify, correct or delete any personal data you can do so by sending an e-mail giving details of your request to: ERC-SURVEYS@ec.europa.eu.

The ERCEA Data Protection Officer is at your disposal for any clarification you might need on your rights under Regulation (EC) 45/2001: ERC-DATA-PROTECTION@ec.europa.eu

You have the right to have recourse to the European Data Protection Supervisor (edps@edps.eu) if you consider that your rights under Regulation (EC) 45/2001 have been infringed as a result of the processing of your personal data by the ERCEA.

8. Legal basis

The legal basis references which apply to the above processing operations are contained in

1. Internal notice on "How to conduct surveys at ERCEA" of 19.06.2013