



European Research Council
Executive Agency

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SPECIFIC PRIVACY STATEMENT
ERCEA Communication Unit A2
Online survey on ERC's external communication strategy, tools and activities

This statement concerns the processing operation called "Online survey on ERC's external communication strategy, tools and activities". 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 from the respondents on a topic for analysis. They are organised to discover or confirm ways to improve a work process and to contribute to the achievement of the ERC's mission and objectives. Information in this survey is collected in the context of the evaluation of the effectiveness, efficiency and impact of ERC's external communication strategy, tools and activities. This evaluation will also be used to shape future communication strategies and a portfolio of communication practises.

A survey consists of a number of questions that the respondent has to answer, processed by means of an application in a set format. 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. The data in Excel is depersonalised to ensure that no connection with the participant can be made.

For this survey the following data will be collected: work activity, gender, nationality, country of residence, opinion on ERC communications and frequency of use/attendance of ERC communication tools/activities. In the case of researchers, further questions are asked on the country of the host institution where they are based, the level of research experience, the areas of research and the ERC funding received.

The questionnaire is anonymous. The majority of the questions are optional. Participation in the questionnaire is not compulsory.

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 from the IT Unit (D1) and the Communication Unit (A2) as well as the contractor The Evaluation Partnership/Deloitte (Framework Contract RTD-L05-2010-Impact Assessment), which is contracted to perform

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.

this evaluation. The Evaluation Partnership/Deloitte is instructed in their contract to treat the data confidentially and according to Regulation (EC) 45/2001.

The anonymised and aggregated survey results are visible as a read only document to a limited number of selected members of ERCEA staff, DG RTD and DG COMM staff as well as to the Members of the ERC Scientific Council.

The results of the survey are delivered by the ERCEA's contractor The Evaluation Partnership/Deloitte to the ERCEA Communication Unit (A2) that is the controller of this survey. For as long as the content is stored on the ERCEA internal network, the ERCEA IT LSA team has administrator access to the content. The results organising 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 and its contractor The Evaluation Partnership/Deloitte. The Contractor undertakes to adopt appropriate technical and organisational security as provided for by Article 21 of Regulation 45/2001.

4. How long do we keep your data?

Individual responses will be deleted no later than two months after the anonymised results have been delivered. All personal data will be deleted from databases at the latest 1 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 contact ERC-WEBMASTER@ec.europa.eu by sending an e-mail giving details of your request.

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

* COMMISSION DECISION of 8/X/2008 delegating powers to the European Research Council Executive Agency with a view to performance of tasks linked to implementation of the specific programme Ideas in the field of research comprising in particular implementation of appropriations entered in the Community budget.

* ERC External Communication strategy 2013 (Ares(2012)1541713).