



European Research Council  
Executive Agency

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ERCEA

## **SPECIFIC PRIVACY STATEMENT ERCEA Department D Survey on H2020 Participants**

This statement concerns the processing operation called "H2020 Participants Survey". This processing requires the handling of personal data, and is therefore subject to Regulation (EC) No 45/2001<sup>1</sup>, under the controllership of the Head of Department D of the ERCEA.

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

Surveys aim to gather information from members of staff or other participants in the Agency's processes on a topic for analysis. They are organised to discover or confirm ways to improve a working environment and/or a work process in the Agency to contribute to the achievement of the Agency's mission and objectives. Information in this survey is collected to assess the level of service provided by the Agency to participants of ERC H2020 calls and their views on how our processes could be further improved and simplified.

This survey consists of a number of questions that the respondent is asked to answer, processed by means of *SurveyMonkey service*<sup>2</sup> in a set format. It offers the possibility to extract the survey results in predefined formats (i.e. Excel, pdf)

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 containing aggregated data for further analysis or analysed manually. The data in Excel is anonymised to ensure that no connection with the participant can be made.

For this survey the following data will be collected: e-mail address, participant gender, country of the Host Institution for the H2020 ERC proposal or grant, type of H2020 ERC proposal or grant, year of the proposal/ grant (submission), scientific domain of the H2020 ERC proposal or grant, opinions and satisfaction rates.

The results of the survey will not be used to evaluate or assess the performance or conduct of ERCEA staff involved during a specific phase of the ERC H2020 calls, nor will the results be used to target a specific respondent. The non-aggregated data/answers will not be revealed publicly or published online. Participation in the questionnaire is voluntary.

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<sup>1</sup> 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.

<sup>2</sup> SurveyMonkey is a US-based service who joined the Privacy Shield list, thus being covered by this adequacy decision. For information regarding the processing of personal data by this service, please go to: [https://help.surveymonkey.com/categories/Privacy\\_Legal](https://help.surveymonkey.com/categories/Privacy_Legal).

## **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: the Survey **Steering Group** (strategy and decision making), the **Task Force** (analysis), the **Operational Team** (design, testing and analysis) and unit **D1** (IT support).

On request, survey results will be delivered by the IT Unit (D1) to Department D (Head of Department D) which is Controller of this survey.

Selected ERCEA staff, in charge of the scrutiny and analysis of survey results, will disclose anonymised and aggregated information to ERCEA members of staff, the Scientific Council and DG RTD.

## **3. How do we protect and safeguard your information?**

Survey data will be stored on servers located in the United States, as Survey Monkey is an US company. For more information regarding the storing and retention time, please see: <https://www.surveymonkey.com/mp/policy/privacy-policy/#respondents>.

Extracted survey results are stored in secured storage locations of ERCEA.

Access to secured storage locations is controlled via 'active directory authentication' (username and password) and named access control.

Storage and transmission of survey results via insecure means (e.g. non-encrypted email, external storage devices) is not permitted.

## **4. How long do we keep your data?**

In ERCEA files, this survey's individual responses will be deleted no later than two months after the transmission of the survey final report. All personal data will be deleted from ERCEA 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 adheres.

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

To verify, modify, correct or delete any personal data you can contact the ERC H2020 Participants Survey functional mailbox by sending an e-mail giving details of your request: [ERC-H2020-PARTICIPANTS-SURVEY@ec.europa.eu](mailto:ERC-H2020-PARTICIPANTS-SURVEY@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](mailto:ERC-DATA-PROTECTION@ec.europa.eu)

You have the right to have recourse to the European Data Protection Supervisor ([edps@edps.eu](mailto: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.