



European Research Council
Executive Agency

Established by the European Commission

Brussels, May 15 2018
ERCEA

SPECIFIC PRIVACY STATEMENT ERCEA Unit B2 ERC Visiting Fellowship Programmes

This privacy statement concerns the processing of the personal data obtained of European Research Council (ERC) Principal Investigators (PIs) in the context of the Visiting Fellowship Programmes. 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?

In order to carry into effect the recommendations issued by the ERC in its "Fellowship to Visit ERC Grantee"², a survey will be conducted among ERC FP7 and H2020 grantees with the aim of gathering information, including personal data, with the objective of determining their interest to host a grantee from an EU national or regional authorities or organisations in their research premises, in the context of the ERC Visiting Fellowship Programmes.

This survey is processed through the *EUSurvey*³ platform in a set format and consists of a questionnaire with several questions that the PI is voluntarily asked to answer. PIs will receive a call for expression of interest in the Visiting Fellowship Programmes informing them of the objectives of Programmes. PIs are also informed that, by participating in the questionnaire, they allow the ERCEA to transfer the information they have provided, including their personal data, to the EU and non-EU⁴ authority(ies) or organisation(s) of their choice. These authorities or organisations will then transfer this information to their applicants wishing to participate in the programme.

After the collection period, the questionnaire is closed and no further answers are possible. The data is subsequently exported in a file for further analysis by Department B staff. This file contains personal data in order to identify and contact the interested PIs. The personal data of PIs who have provided unambiguous consent through the questionnaire will then be transferred to the respective authority(ies) or organisation(s), so that they can be directly contacted by the grantee of the specified authority or organisation.

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.

² https://erc.europa.eu/sites/default/files/document/file/Fellowship_Visit_ERC_Grantee.pdf, published on 19 January 2016

³ For additional information related to *EUSurvey* privacy statement on the protection of personal data refer to <https://ec.europa.eu/eusurvey/home/privacystatement>.

⁴ Please note that when referring to "non-EU" or "third countries" it is meant to refer to Georgia.

For the purposes of the Visiting Fellowship Programmes, including its communication activities (including for promoting the international research collaboration), monitoring, evaluation and impact assessment, the following personal data will be collected in the survey: the PIs name, surname and email address, the project acronym and the project number. The PIs email and ERC project abstract will also be transferred to the EU and non-EU national or regional authorities or organizations participating in the Visiting Fellowship Programmes.

The results of the survey will not be used for other purposes than those stated above and participation is **completely voluntary**.

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

The raw data and information gathered in this survey (including personal data) is accessible by:

- Selected members of DIGIT staff that administrate the IT systems;
- Selected members of the ERCEA staff for processing the information.
- The European Research Council for historical, statistical or scientific purposes (e.g., evaluation and impact assessment of the programme).
- The EU and non-EU national and regional authorities and organizations, 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 issuance of a "Dear Colleague Letter" that describes the goals of the programme as defined by the European researchers who have agreed to the disclosure of the information and personal data mentioned under point 1.

After the call for expression deadline, the IT Unit (D1) will export the survey results in a file and will be delivered to the Head of department B, the controller of this processing operation. The file will be kept electronically in a specific folder of the ERCEA shared drives. Access rights to this part of the shared drive will be limited to selected Department B staff.

3. How do we protect and safeguard your information?

Access to the survey content is controlled via authentication (username and password) to the survey service. Except for the data described above, access to the survey results is limited to selected ERCEA staff and the European Research Council, on a need-to-know basis.

After the call for expression deadline, the IT Unit (D1) will export the survey results in a file and will be delivered to the Head of department B (Scientific Management Department), the controller of this processing operation. The file will be kept electronically in a specific folder of the ERCEA shared drives. Access rights to this part of the shared drive will be limited to selected Department B staff.

Both EU and non-EU countries authorities will receive the mentioned personal data related to the PIs with instructions concerning: the purpose of the processing; the limitations to the (further) transmission (only limited to the potential future fellows); the safeguards which must apply and the retention time.

4. How long do we keep your data?

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 3 years after the beginning of the survey has taken place or after its exportation into an aggregated and anonymous form.

Before the expiration of 3 years after the beginning of the survey, personal data collected for this specific action may be transferred to an isolated, restricted server for the sole purpose of historical, statistical or scientific use related to this specific action. Access to this server is given only upon request by the Director of the Agency and solely on a "need to know" and "need to do" basis. Data will be kept in this restricted server 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.

Reports containing personal data will be archived according to the Common Commission Retention List (SEC(2007)970), to which the ERCEA has to adhere.

The authorities receiving the personal data will be instructed regarding the obligation to respect the same retention times.

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

To verify, modify, correct or delete any personal data you can contact unit B2, the ERC Visiting Fellowship Programmes Team, by sending an e-mail to ERC-VISITING-FELLOWSHIP-PROGRAMMES@ec.europa.eu providing the 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.

6. Legal basis

The European research Council (ERC) Visiting Fellowship Programmes are an initiative of the ERC Scientific Council aimed at widening awareness among researchers on the funding possibilities offered under the Horizon 2020 Programme and, in particular, allowing potential ERC candidates to gain experience with ERC-funded teams.

The Visiting Fellowship Programmes are based on the Council Decision⁵ and the Regulation⁶ establishing the Horizon 2020 Programme; as well as on the Commission Decision⁷ delegating powers to the European Research Council Executive Agency.

On 4th December 2015, the ERC Scientific Council adopted Guidelines for national and/or regional authorities and organisations interested in setting up visiting fellowship programmes.

The legal basis references which apply to the above processing operations are contained in Articles 5(a), 5(d), 8 and 9(6)(a) of Regulation 45/2001 on the protection of individuals

⁵ Council Decision of 3 December 2013 establishing the specific programme implementing Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020) and repealing Decisions 2006/971/EC, 2006/971/EC, 2006/972/EC, 2006/973/EC, 2006/974/EC and 2006/975/EC.

⁶ Regulation (EU) N° 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020) and repealing Decision N° 1982/2006/EC.

⁷ Commission Decision of 12 December 2014 amending Decision C(2013) 9428 on delegating powers to the European Research Council Executive Agency with a view to performance of tasks linked to the implementation of Union programmes in the field of frontier research comprising, in particular, implementation of appropriations entered in the general budget of the Union.

with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

For Georgia the legal basis for the participation in this project is: Commission Decision of 9.3.2016 on the approval, on behalf of the European Union, and signature of an Agreement on the participation of Georgia in the Union programme "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" [C(2016) 1360].