

Notification globale "Experts et Proposants"

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Annexe 3.1

Instructions relatives aux appels à propositions et aux appels à manifestation d'intérêt

Notification globale "Experts et Proposants"

La notification globale "Experts et Proposants" est jointe en **annexe 3.2**.

(i) Traitements s'inscrivant dans le cadre de ceux décrits dans cette notification

Cette notification globale se rapporte aux traitements de données personnelles d'experts ou de proposants spécifiques à la direction générale Recherche ("*back-office*"¹⁸), par opposition aux traitements automatisés communs aux quatre directions générales de la famille Recherche ("*front-office*"¹⁹).

En complément aux conditions énoncées dans la note, il conviendra d'utiliser pour l'information aux personnes concernées les mentions légales figurant en **annexes 3.3 et 3.4** respectivement pour les experts et pour les proposants, en opérant au préalable les ajustements nécessaires. Cette information aux personnes concernées est liée aux deux notifications susnommées.

Les mentions légales devront être publiées avant tout appel:

- pour les appels à manifestation d'intérêt (*experts*):

<https://cordis.europa.eu/emmfp7/index.cfm?fuseaction=wel.welcome>

- pour les appels à propositions (*proposants*):

<https://www.epss-fp7.org/epss/welcome.jsp>

L'architecture des différents traitements de données personnelles d'experts et de proposants au regard de ces deux notifications "front-office" et "back-office RTD" est présentée, pour information, en **annexe 3.5**.

Pour information également, la notification "front-office" est jointe en **annexe 4**.

(ii) Cas où la notification globale "Experts et Proposants" ne couvre pas tous les traitements prévus

Comme pour l'organisation/la gestion de réunions, tout traitement spécifique de données personnelles d'experts ou de proposants qui ne serait pas répertorié dans la notification "Experts et Proposants" ne pourrait être mis en œuvre que suite à notification préalable et ad hoc par le service concerné, ou après mise à jour de la notification globale "Experts et Proposants".

¹⁸ Par exemple sélection des experts dans EMI, négociation et préparation des contrats de subventions avec CPM, CPF, paiements des experts et des proposants bénéficiaires de subventions, etc.

¹⁹ Par exemple enregistrement des experts dans EMC et des proposants dans PDM, URF, management des appels à propositions avec l'EPSS et l'ESS, etc.

Annexe 3.3

Mention légale pour experts évaluateurs

Notification globale "Experts et Proposants"

SERVICE SPECIFIC PRIVACY STATEMENT EXPERTS

*To be used by RESEARCH DGs in CALLS FOR EXPRESSION OF INTEREST
via Internet*

1. Online "Experts registration"

This web page offers online electronic registration of experts for Evaluation and Reviewing of proposals & for Monitoring of projects. Upon registration, your personal data is collected and further processed for the purposes detailed hereafter under point 2. The relevant processing operations thereof are under the responsibility of the following Controllers:

- The Head of Unit "Framework Programme Logistics", Directorate "Implementation of Activities to Outsource", Research Directorate-General regarding personal data collected for all Research DGs;
- The General Director of the Research Directorate-General for further processing of the data in the context of Programmes and Initiatives managed by this Directorate-General (DG RTD);
- The Head of the Unit "IST operations", Directorate "Lisbon Strategy and Policies for the Information Society", Directorate-General Information Society and Media, regarding further processing of personal data in the context of Programmes managed by this Directorate-General (DG INFSO);
- *[to be updated by DG ENTR]*, regarding further processing of personal data in the context of Programmes managed by this Directorate-General (DG ENTR);
- *[to be updated by DG TREN]*, regarding further processing of personal data in the context of Programmes managed by this Directorate-General (DG TREN);

As this Web page is used for the collection and further processing of personal data, it is subject to Regulation (EC) 45/2001, of the European Parliament and of the Council of 18 December 2000 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.

2. What personal information do we collect, for what purpose and through which technical means?

Identification Data

The personal data collected when registering online (<https://cordis.europa.eu/emmfp7/index.cfm?fuseaction=wel.welcome>) and further processed are:

First Name, Name, phone number, fax number, e-mail address, Expert type, Passport n°, Place/Date of Birth, Previous Family Name, Employment details (including whether currently employed, current employer, and 5 previous employers), Candidature reference, previous proposal submitted & programme, Professional experience, Research interest, and expertise (in keywords), Languages written, spoken and read.

All completed details received will be included in the Commission's database of prospective independent experts established for the Research Framework Programmes and other Programmes and Initiatives managed by Research family's DGs.

If you are appointed, then additional information will be collected in a follow-up phase: Bank account reference (IBAN and BIC codes), VAT n° (where applicable), and possibly digital Imprints (for your access to Commission's premises).

The purpose of the processing of personal data is to manage the Commission's administration of projects submitted for funding or funded through the Research Framework Programmes, as well as other Programmes and Initiatives under the legal basis mentioned below, and to contribute to diffusion and valorisation of European Research results and know-how.

The legal basis for these processing operations on personal data are *[delete the useless legal basis] [to be updated by DG TREN and DG ENTR]*:

- *Decision No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013)*
- *Council Decision No 2006/970/EURATOM of 18 December 2006 concerning the Seventh Framework Programme of the European Atomic Energy Community (Euratom) for nuclear research and training activities (2007 to 2011)*
- *Council Decision No 2006/971/EC of 19 December 2006 concerning the specific programme 'Cooperation' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)*
- *Council Decision No 2006/972/EC of 19 December 2006 concerning the specific programme: 'Ideas' implementing the Seventh Framework*

Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)

- *Council Decision No 2006/973/EC of 19 December 2006 concerning the specific programme 'People' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)*
- *Council Decision No 2006/974/EC of 19 December 2006 on the specific programme: 'Capacities' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)*
- *Council Decision No 2006/976/Euratom of 19 December 2006 concerning the specific programme implementing the Seventh Framework Programme of the European Atomic Energy Community (Euratom) for nuclear research and training activities (2007 to 2011)*
- *Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013)*
- *Council Regulation (EURATOM) No 1908/2006 of 19 December 2006 laying down the rules for the participation of undertakings, research centres and universities in action under the seventh framework programme of the European Atomic Energy Community and for the dissemination of research results (2007 to 2011)*
- *Council Regulation (EC) N° 1513/2002 of 27 June 2002 concerning the sixth Framework Programme of the European Community for research, technological development and demonstration activities, contributing to the creation of the European Research Area and to innovation (2002 to 2006)*
- *Council regulation (EC, Euratom) N° 2002/668 of 3 June 2002 concerning the sixth Framework Programme of the European Atomic Energy Community (Euratom) for nuclear research and training activities, also contributing to the creation of the European Area (2002 to 2006)*
- *Council Regulation (EC) No 1159/2005 of the European Parliament and of the Council of 6 July 2005 amending Council Regulation (EC) No 2236/95 laying down general rules for the granting of Community financial aid in the field of trans-European networks (OJ 2005/L191/16 of 22.07.2005).*
- *Council regulation (EC) N° 456/2005 of 28 February 2005, concerning the eContentplus 4-year Programme (2005- 2008) of the European Community to tackle the fragmentation of the European digital content market and improve accessibility and usability of geographical information, cultural content and education material.*
- *Decision No 2113/2005/EC of the European Parliament and of the Council of 14 December 2005 amending Decision No 2256/2003/EC with a view to extension of the programme in 2006 for the dissemination of good practices and monitoring of the take-up of information and communication technologies (ICTs)*
- *Decision N° 846/2004/EC of the European Parliament and of the Council of 29 April 2004 amending Council Decision N° 2000/821/EC on the implementation of a programme to encourage the development,*

distribution and promotion of European audiovisual works (MEDIA PLUS - DEVELOPMENT, DISTRIBUTION AND PROMOTION) (2001-2005)

- *Decision N° 845 /2004/EC of the European Parliament and of the Council of 29 April 2004 amending Decision N° 163/2001/EC on the implementation of a training programme for professionals in the European audiovisual programme industry (MEDIA-TRAINING) (2001- 2005)*
- *Decision No 854/2005/EC of the European Parliament and of the Council of 11 May 2005 establishing a multiannual Community Programme on promoting safer use of the Internet and new online technologies*
- *Decision No 1639/2006/EC OF the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme (2007 to 2013)*
- Various implementation regulations, and general regulations such as the Financial Regulations

Technical information

The information is provided by the experts themselves by filling-up and submitting forms on Web pages available over the Internet by the Experts Management application on Cordis (EMC). This application is run by a service provider under a specific contract with the Commission. The Web implementation uses no cookies for security purposes. The information is collected in a common database for all DGs and it is available to Commission personnel and other users (see point 3.) for further processing, under the responsibility of the controllers mentioned in point 1.

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

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community law:

- All set of data: Internal authorised Commission staff and contractors who are working on behalf of and under the responsibility of the Commission within the Research Framework Programmes or other Programmes and Initiatives managed by the Research family's DGs.
- Data collected at the time you register (*Commission's database of point 1*):
 - Other Community programmes and public research funding bodies from the Member States and the States associated to the Framework programmes or other Programmes and Initiatives;
 - Commission departments not involved in the administration of the research Framework Programmes or other Programmes and Initiatives, and seeking particular scientific or technical expertise to assist in the administration of other EU programmes.

Such accesses to the database may be granted to individual authorised named persons, on receipt of a written request and only to data on persons who have expressly agreed to allow such access to their personal entry.

- Basic information (name, first name): Public. The lists of experts who participated in evaluations are published on CORDIS (<http://cordis.europa.eu>).

4. How do we protect and safeguard your information?

The collected personal data and all related information is stored after call closure on servers of the Commission's computer center, of either DG DIGIT or the DG issuing the call. The operations of all computer centers abide by the Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

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

In case you wish to verify which personal data is stored on your behalf by the responsible controller, have it modified, corrected, or deleted, you may do this yourself online via the Web page. The password you set during registration will allow you to log in to the system and update your personal information or delete your registration.

Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

6. How long do we keep your data?

Your personal data are kept 10 years after their last update, unless of course you delete them yourself.

In case your digital imprints have been collected for your access to Commission's premises, this data will be deleted at the end of the evaluation to which you have participated. In case you will have to come several time, your imprint will be collected again.

7. Contact Information

For any questions on your rights, feel free to contact the Controller, by using the contact information mentioned in the call or in the Appointment letter, and by explicitly specifying your request.

Any further information relating to the processing of your personal data is detailed in the register of the data protection officer of the European commission:

http://ec.europa.eu/dataprotectionofficer/register/index.cfm?TargetURL=D_REGISTER

8. Recourse

Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor.

Annexe 3.4

Mention légale pour proposants

Notification globale "Experts et Proposants"

SERVICE SPECIFIC PRIVACY STATEMENT APPLICANTS

To be used by RESEARCH DGs for CALLS FOR PROPOSALS via Internet

1. Online *Proposal Submission*

This Web page offers online electronic submission for proposals in the context of Framework Programmes or Other Programmes and Initiatives managed by Research DGs. Upon submission of your proposals, your personal data is collected and further processed for the purposes detailed hereafter under point 2. The relevant processing operations thereof are under the responsibility of the following Controllers:

- The Head of Unit "Framework Programme Logistics", Directorate "Implementation of Activities to Outsource", Research Directorate-General regarding the collection of personal data for all Research DGs via the submitted proposals;
- The General Director of the Research Directorate-General for further processing of personal data in the context of proposals for Programmes and Initiatives managed by Research Directorate-General (DG RTD);
- The Head of the Unit "IST operations", Directorate "Lisbon Strategy and Policies for the Information Society", Directorate-General Information Society and Media regarding the processing of personal data in the context of Programmes and Initiatives managed by this Directorate-General (DG INFSO);
- *[to be updated by DG ENTR]* regarding the processing of personal data in the context of proposals for Programmes managed by this Directorate-General (DG ENTR);
- *[to be updated by DG TREN]* regarding the processing of personal data in the context of proposals for Programmes managed by this Directorate-General (DG TREN);

As this online service collects and further processes personal data, it is subject to Regulation (EC) 45/2001, of the European Parliament and of the Council of 18 December 2000 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.

2. What personal information do we collect, for what purpose and through which technical means?

Identification Data

The personal data collected and further processed concern the contact person for the project and it is necessary for communication purposes. Information is collected by filling the necessary forms, and they are:

- Last name, First name
- Title, Gender
- Department/Faculty/Institute/Laboratory name
- Phone, Mobile phone
- E-mail, Fax
- Address, if different from organisation address

If the proposal is selected, then additional information will be collected:

- Bank account reference (IBAN and BIC codes),
- VAT n° (where applicable)

The purpose of the processing of personal data is, under the legal basis mentioned below to manage the Commission's administration of proposals submitted for funding or funded through the Research Framework Programmes, as well as through other Programmes and Initiatives.

The legal basis for these processing operations on personal data are *[delete the useless legal basis] [to be updated by DG TREN and DG ENTR]:*

- *Decision No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013)*
- *Council Decision No 2006/970/EURATOM of 18 December 2006 concerning the Seventh Framework Programme of the European Atomic Energy Community (Euratom) for nuclear research and training activities (2007 to 2011)*
- *Council Decision No 2006/971/EC of 19 December 2006 concerning the specific programme 'Cooperation' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)*
- *Council Decision No 2006/972/EC of 19 December 2006 concerning the specific programme: 'Ideas' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)*
- *Council Decision No 2006/973/EC of 19 December 2006 concerning the specific programme 'People' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)*
- *Council Decision No 2006/974/EC of 19 December 2006 on the specific programme: 'Capacities' implementing the Seventh Framework Programme of the*

European Community for research, technological development and demonstration activities (2007 to 2013)

- *Council Decision No 2006/976/Euratom of 19 December 2006 concerning the specific programme implementing the Seventh Framework Programme of the European Atomic Energy Community (Euratom) for nuclear research and training activities (2007 to 2011)*
- *Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013)*
- *Council Regulation (EURATOM) No 1908/2006 of 19 December 2006 laying down the rules for the participation of undertakings, research centres and universities in action under the seventh framework programme of the European Atomic Energy Community and for the dissemination of research results (2007 to 2011)*
- *Council Regulation (EC) N° 1513/2002 of 27 June 2002 concerning the sixth Framework Programme of the European Community for research, technological development and demonstration activities, contributing to the creation of the European Research Area and to innovation (2002 to 2006)*
- *Council regulation (EC, Euratom) N° 2002/668 of 3 June 2002 concerning the sixth Framework Programme of the European Atomic Energy Community (Euratom) for nuclear research and training activities, also contributing to the creation of the European Area (2002 to 2006)*
- *Council Regulation (EC) No 1159/2005 of the European Parliament and of the Council of 6 July 2005 amending Council Regulation (EC) No 2236/95 laying down general rules for the granting of Community financial aid in the field of trans-European networks (OJ 2005/L191/16 of 22.07.2005).*
- *Council regulation (EC) N° 456/2005 of 28 February 2005, concerning the eContentplus 4-year Programme (2005- 2008) of the European Community to tackle the fragmentation of the European digital content market and improve accessibility and usability of geographical information, cultural content and education material.*
- *Decision No 2113/2005/EC of the European Parliament and of the Council of 14 December 2005 amending Decision No 2256/2003/EC with a view to extension of the programme in 2006 for the dissemination of good practices and monitoring of the take-up of information and communication technologies (ICTs)*
- *Decision N° 846/2004/EC of the European Parliament and of the Council of 29 April 2004 amending Council Decision N° 2000/821/EC on the implementation of a programme to encourage the development, distribution and promotion of European audiovisual works (MEDIA PLUS - DEVELOPMENT, DISTRIBUTION AND PROMOTION) (2001-2005)*
- *Decision N° 845 /2004/EC of the European Parliament and of the Council of 29 April 2004 amending Decision N° 163/2001/EC on the implementation of a training programme for professionals in the European audiovisual programme industry (MEDIA-TRAINING) (2001- 2005)*
- *Decision No 854/2005/EC of the European Parliament and of the Council of 11 May 2005 establishing a multiannual Community Programme on promoting safer use of the Internet and new online technologies*

- *Decision No 1639/2006/EC OF the European Parliament and of the Council of 24 October 2006 establishing a Competitiveness and Innovation Framework Programme (2007 to 2013)*
- Various implementation regulations, and general regulations such as the Financial Regulations

Technical information

The information is provided by the organisation project responsible by filling-up forms on Web Pages available over the Internet by the Electronic Proposal Submission Service (EPSS), run by a service provider under a specific contract with the Commission. The Web implementation uses no cookies for security purposes. The information is collected in files stored in an isolated secure system until the call is closed. Upon call closure, the information is transferred to commission systems (as described in point 4.) to be processed by Commission personnel, under the responsibility of the controllers mentioned in point 1.

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

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community law:

- Internal authorised Commission staff, independent experts and contractors who are working on behalf of the Commission for the purposes of proposal evaluation, and for selected projects under a grant agreement, to manage research projects within the Research Framework Programmes or other Programmes and Initiatives.
- Other structures associated with the Research Framework Programmes, other Programmes and Initiatives, such as Programme Committees, Advisory Groups.
- Public: For projects under a grant agreement, a very limited subset of data (contact name and email address of the main coordinator, total budget of the project) is published on the CORDIS website in order to allow contacts between interested parties and the research consortium, and may be printed for further dissemination.

4. How do we protect and safeguard your information?

The collected personal data and all related information is stored after call closure on servers of the Commission's computer center, of either DG DIGIT or the DG issuing the call. The operations of all computer centers abide by the Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

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

In case you wish to verify which personal data is stored on your behalf by the responsible controller, have it modified, corrected, or deleted, please send an e-mail to the functional mailbox address mentioned hereafter under "Contact Information", by explicitly describing your request. Any correction of your personal data will be

taken into consideration from the data protection point of view, and it will not affect the evaluation of your proposal.

Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

6. How long do we keep your data?

For proposals retained for funding and grant agreement, personal data are kept for the longer one of the possible following periods:

- Duration of the individual projects (plus 10 years after the end of the project to allow for audits)
- Duration of the Research Framework Programmes or other Programmes (plus 5 years on individual projects to allow for audits)
- Duration of a possible audit (if one is in progress)

For proposals which are not granted, personal data are kept for 3 years and erased after this period.

7. Contact Information

For any questions related to your rights, feel free to contact the Controller, by using the contact information mentioned in the Call or in the Grant Agreement, and by explicitly specifying your request.

Any information relating to the process of your personal data is detailed in the register of the data protection officer of the European commission:
http://ec.europa.eu/dataprotectionofficer/register/index.cfm?TargetURL=D_REGISTER

8. Recourse

Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor.

Notification globale "Experts et Proposants"

