



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Open access to JRC physical research infrastructures

Data Controller: JRC.A.5

Record reference: DPR-EC-00745

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "Open access to JRC physical research infrastructures" to open up access to its physical research infrastructures undertaken by JRC.A.5 is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: JRC.A.5 collects and uses your personal information to manage the proposals submitted (application phase), to ensure their follow-up (evaluation and implementation phase) as well as the reporting of the programme to the JRC.

The JRC is opening up access to its physical research infrastructures as part of the JRC Strategy 2030. To this end the JRC drafted a Framework with the purpose of delivering access to users for conducting research, undertaking experimental development, and providing education and training. The Framework defines the principles and modalities under which the JRC opens its facilities to external users, following an open access policy.

Concerning the application phase, applicants submit a proposal following a "call for proposals" announced at the EU Science Hub. Selected proposals sign a Research Infrastructure Agreement (RIAA) with the JRC. Single users (individuals) sign a User Access Agreement (UAA) the first time they visit the JRC in relation to the RIAA. Data provided by the users will be used by the Commission to monitor the programme and its impact on the various European scientific communities.

JRC. A.5 will coordinate all the process and different units will take part of it in order to evaluate the proposals, and to invite and receive the successful candidates.

- For the proposal phase - JRC. A.5 will launch the call for proposals and will receive the proposals in order to check that the eligibility criteria are fulfilled.
- For the evaluation phase - staff from the JRC Directorates with Research Infrastructures, as well as members external to the JRC will take part in this phase. They will only have access to the proposals related to the calls offering access to their Research Infrastructure. A User Selection Committee (USC) will be organised to evaluate the proposals that are eligible. The proposals could

be accepted, rejected or placed in a waiting list. In any case, JRC. A.5 will communicate to the lead user of each proposal the decision taken.

- For the implementation phase - JRC A.4 Legal Affairs Unit will have access to some personal data in order to support drafting of the relevant agreement (Research Infrastructure Agreement – RIAA) with successful proposals. JRC Security Services of the sites involved will be informed in order to grant access to each specific site to users from the the successful proposals having signed a RIAA. In some cases also the Medical services and the Radiation Protection Service at JRC Karlsruhe, Geel and Petten will have access to some of the personal data upon arrival of the users at these sites under the activity of "Open access to JRC physical research infrastructures".

Your personal data will not be used for an automated decision-making including profiling

3. On what legal ground(s) do we process your personal data

We process your personal data, because, according to Article 5(1)(d) of Regulation (EU)2018/1725, you have given consent to the processing of your personal data for a specific purposes.

We do not process special categories of personal data, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

4. Which personal data do we collect and further process?

In order to carry out this processing operation JRC. A.5 collects the following categories of personal data:

The personal data collected and further processed by the JRC for the participants are:

- For the proposal phase: Last name, First name, Gender, Date of birth, Nationality, Scientific background/CV, Position, Affiliation, Email, Home Institution name, Address, Fax, Telephone, Eligibility check for each call of proposals.
- For the evaluation phase: Access project number, Grading and assessment of the proposals (accepted, rejected and waiting list).
- For the implementation phase: Number of visits, Duration of stay and travel and subsistence reimbursed (yes/no) and data contained in the documents that users need to submit (passport, criminal records, insurances, etc.) to gain access to each site where the research infrastructure is located.

Note: during the implementation phase additional persons, not included in the proposal phase, but belonging to one of the institutions that signed the RIAA with the JRC, may visit the JRC to access the JRC research infrastructure related to the RIAA. For this purpose, the data indicated above in the proposal and implementation phase will also need to be collected.

For the external experts members of the User Selection Committee (USC) the personal data collected is: Last name, First name, Nationality, Gender, Affiliation, Email, Address, Telephone, Grading of proposals assessed by USC members and Signatures.

The provision of personal data is not mandatory.

5. How long do we keep your personal data?

JRC. A.5 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- **Non eligible proposals:** 1 year after submission of the proposal.
- **Eligible proposals that signed the RIAA / users signing the User Access Agreement (UAA):** Files relating to collaboration instrument procedures and execution including personal data are to be retained in the service in charge of the procedure until the expiry date of the instrument, and in the archives for a period of 10 years following the expiry of the instrument.

These files could be retained until the end of a possible audit if one started before the end of the above periods.

After the periods mentioned above have elapsed, the files containing personal data are subject to an assessment procedure in line with the Common Retention List (SEC(2012)713), according to which they are either sent to the historical archives of the Commission for further conservation or destroyed.

- **Eligible proposals not signing a RIAA/ User Access Agreement (UAA):** 3 years after submission of the proposal.

Following the general Commission policy, all communication with the candidates will be registered in Ares as required by the Commission registration rules - (SEC(2003)349).

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The external experts participating in the User Selections Committee (USC) are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the

General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

The Lead user of each proposal receives all communication related to their own proposal (acknowledgment of receipt of the proposal, non eligibility, grading and assessment of the proposals (accepted, rejected and reserve list)).

The controller will transfer your personal data to the lead users of each proposals that could be located in a third country (Countries associated to Horizon 2020) in accordance with Regulation (EU) 2018/1725:

- Albania
- Bosnia and Herzegovina
- North Macedonia
- Montenegro
- Moldova
- Serbia
- Turkey
- Ukraine
- Tunisia
- Georgia
- Armenia

The controller will transfer your personal data based on a derogation for specific situations, according to Article 50(1) of Regulation (EU)2018/1725:

- d) The transfer is necessary for important reasons of public interest
- e) The transfer is necessary for the establishment, exercise or defense of legal claims.

The processing of personal data involved in sending correspondence to specific users in third countries regarding their participation in the programme is necessary for JRC to comply with its sound management duties. Since the participation of users in the programme cannot possibly be effective without the user's awareness of such participation and his or her active cooperation, it is obvious that including personal data of the addressee on the communication so that the communication arrives, and including information on his or her participation is essential for the successful management by JRC of this action.

Therefore, the transfer of personal data necessary for maintaining correspondence with users in this programme is performed for important reasons of public interest in the execution of the JRC mission. In case of contentious issues the transfer may be necessary for the establishment, exercise or defense of legal claims.

These international transfers are conducted on an ad-hoc basis for each specific user, and are not massive, structured or repetitive.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and

the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have consented to provide your personal data to JRC.A.5 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

JRC-RI-OPEN-ACCESS@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00745 - Database of open access to JRC physical research infrastructures users at JRC.