This specific privacy statement concerns the processing operation named "Grants Award and Management" in the context of the Horizon 2020 Framework Programme for Research (H2020) and processing operations of other programmes and initiatives which collect applicant data via the Participant Portal.

The European institutions are dedicated to respecting the privacy of Applicants and Beneficiaries. As the selection and management of research and other proposals and projects by the EU institutions and Agencies requires the handling of personal data and is therefore subject to Regulation (EC) No 45/2001¹.

1. **WHAT PERSONAL INFORMATION DO WE COLLECT, FOR WHAT PURPOSE AND THROUGH WHICH TECHNICAL MEANS?**

1.1. **PURPOSE**

The data you provide in your application forms is collected in order to allow the Controllers² to evaluate your proposal or organisation, to award funding if your proposal is successful, and to manage grant agreements. Please be advised that information provided may lead to the flagging in the Early Warning System managed by the Chief Accountant of the European Commission (ABAC)³.

In addition, this information may be used to manage, evaluate and assess the impact of the activities of the ERC and other European Union actions.

A limited subset of this data may be used by the Controllers for communication purposes, as per the rules of each call for proposals.

¹ Regulation (EC) No 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 (OJ L8 of 12/01/2001).

² H2020 Controllers: Directorate-General for Research and Innovation (DG RTD), Directorate-General for Communications Networks, Content and Technology (DG CNECT), Directorate-General for Enterprise and Industry (DG ENTR), Directorate-General for Mobility and Transport (DG MOVE), Directorate-General for Energy (DG ENER), Directorate-General for Education, Audio-visual and Culture (DG EAC), operational Head of Units A.2, B.1, B.2, B.3 Executive Agency for Small and Medium-sized Enterprises (EASME), European Research Council Executive Agency (ERCEA), Innovation and Networks Executive Agency (INEA), Research Executive Agency (REA), Joint Undertakings (CleanSky, ECSEL, FCH, IMI, BBI, Shif2Rail, SESAR). Cf. Article 2(d) of the Regulation for the definition of Controller.

³ Non-H2020 Controllers: Education, Audio-visual and Culture Executive Agency (EACEA), European GNSS Agency (GSA), European Institute of Innovation and Technology (EIT), operational Head of Unit A.1 COSME Executive Agency for Small and Medium-sized Enterprises (EASME).

⁴ Cf. notification DPO-872 of the General-Directorate for the Budget in the register of the European Commission Data Protection Officer.
1.2. DATA COLLECTED AND PROCESSED

1.2.1. IDENTIFICATION AND CONTACT DATA

The data is collected via the Participant Portal that offers online electronic services such as proposal submission and online registration of organisations and persons in the context of:

- The EU and Euratom research and innovation programmes and programme initiatives (such as Horizon2020 and Joint Technology Initiatives (JTIs)) managed by the Directorate’s General of the research family (Research DGs), Executive and Regulatory European Union Agencies (EAs and RAs) and Joint Undertakings (JUs);
- Other programmes and initiatives which collect applicant data (for instance COSME).

Data collected via the Participant Portal:

- **Identification data** of the Legal Entity Authorised Representative (LEAR) and contact person of the project or organisation/host institution, and/or the beneficiary/principal investigator: last name, first name, title, gender, nationality, country of residence, date of birth, country and city of birth, type of ID document, ID number;
- **Contact data**: phone(s), email(s), fax, address (if different from organisation address);
- **Organisation data**: data subject’s position in the organisation, Department/Faculty/Institute/Laboratory/Company/Organisation name.

1.2.2. PROPOSALS RETAINED FOR POSSIBLE FUNDING AND GRANT MANAGEMENT

In case of the selection of a proposal for grant preparation and funding, further information will be collected in a follow-up phase outside the scope of the Participant Portal:

- **Financial data**:
  - Bank account reference (IBAN and BIC codes);
  - VAT number (where applicable).
- **Costs related data**: costs statements, incl. personnel costs which reflect the total remuneration (incl. social security charges and other statutory costs).
- **Other**: declaration of honour that the organisation is not in one of the exclusion situations referred to in Articles 106 and 107 of the Financial Regulation.
- Further documentation may be requested in the framework of the ethics screening/review/monitoring of proposals/projects:
  - Training certificates;
  - Personal and/or project licences (e.g. for experiments with animals);
  - Authorisations from the local/national competent authority/body (e.g. for handling of personal data in relation to human bio samples);
  - Permissions for secondary use of data

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4 Cf. notifications DPO-300 and DPO-372 of the General-Directorate for the Budget in the register of the European Commission Data Protection Officer;

5 Within the scope of H2020 Grant Agreements, the failure of a beneficiary to provide such information would result in the rejection of the corresponding costs (cf. articles 6, 22 and 42 of the H2020 Model Grant Agreement).
Irrelevant or excessive data for the purposes for which they were provided is not retained by the Controllers.

1.2.3. DATA ON SCIENTIFIC STAFF (ONLY COLLECTED FURTHER TO PRIOR CONSENT OF THE CONCERNED STAFF)

Further personal data may be processed concerning the scientific staff members of a project team for statistical studies, impact evaluation of the programme, or improvement of the administration of funding schemes. The following data may be collected:

- **Identification and contact data**: Last name, first name, gender, nationality, staff category, year of birth, affiliation.
- **Educational data**: Information on the latest higher education (degree, subject area, institution, year of award, country), information on the latest post doctorate or professional station (activity, start and end dates, institution/organisation, country), employment period within the funded project (start and end dates), completion of the doctorate within the project (month, year, subject area).

1.2.4. PUBLICATION OF CHOSEN DATA (ONLY FURTHER TO THE PRIOR CONSENT OF THE DATA SUBJECT)

The following data of any staff of any Applicant or Beneficiary might be published on paper and Internet for communication, dissemination, exploitation and networking purposes *(and further processed for statistics/study/programme evaluation purposes by contractors or beneficiaries of a Cooperation and Support Action)*:

- **Identification and contact data**: Last name, first name, title, gender, Department/Faculty/Institute/Laboratory name, phone(s), email, fax, address, if different from organisation address, age (for statistical and communication purposes - e.g. the analysis of the participation of young/elder researchers-), nationality (for statistical and communication purposes - e.g. the analysis of the mobility of researchers-);
- **Other**: professional contact details, education and work experience (short curriculum vitae), picture.

1.2.5. PUBLICATION OF THE CONTACT DETAILS OF THE ADMINISTRATIVE REPRESENTATIVES OF THE BENEFICIARIES AND OF THE SCIENTIFIC COORDINATOR

For funded projects, a limited subset of data is published on CORDIS portal/Europa/other dedicated Internet website/paper (contact details of the administrative representative of each Beneficiary, including the Project Coordinator, and of the Scientific Coordinator).
1.2.6. **MARIE SKŁODOWSKA-CURIE ACTIONS (MSCA)**

Within the scope of Marie Skłodowska-Curie Actions (MSCA), the following data are collected and further processed concerning the research fellows:

- **Identification and contact data:** family name, birth family name, first name, title, gender, location of origin, date of birth, nationality, address(es), phone(s), e-mail, fax;
- **Data relating to education:** university degree and date of award, doctorate expected before the deadline and expected date of award, doctorate and date of award, full time post-graduate research experience and number of months, other academic qualifications and date of award, data concerning employment period within the funded project (start and end dates);
- **Other:** Places of residence during the previous five years;
- **Eligibility related data for Marie Skłodowska-Curie integration actions;**
- **Picture/photo.**

1.2.7. **ERC – FRONTIER RESEARCH ACTIONS**

Within the scope of the evaluation phase of ERC Frontier Research Actions, additional data are collected:

- Academic and research record of the Principal Investigator (PI);
- Copy of PhD document (for Starting and Consolidator Grants), any significant career breaks (for career stage extension) and data on children, military service and/or statutory service of the PI (to justify career breaks);
- Health data: medical certificates (for career stage extensions) of the PI or a close family member.

2. **WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IT IS DISCLOSED**

2.1. **FULL ACCESS**

Full access to your personal data is given to the following persons on a “need-to-know” basis:

- Internally authorised staff of the Controllers;
- Independent expert evaluators, reviewers and contractors who are working on behalf of and under the responsibility of the Commission and/or its institutions for the purposes of proposal evaluation, grant management, project reporting and Research networking.

2.2. **PARTIAL ACCESS**

Partial access to your personal data, depending on the case and limited by legal or regulatory requirements, is given to the following persons:
• Authorised staff of other European Institutions or EU Programmes/Bodies/Initiatives participating in the Programmes and Initiatives managed by the Controllers, including authorised representatives of industry and of scientific committees in the case of Joint Undertakings’ operations;
• Authorised persons of the Member States ministries or Programme Committees;
• Advisory and Experts Groups;
• Authorised persons of Associated States participating in Horizon 2020;
• Beneficiaries of a Cooperation and Support Action (CSA) for purposes related to monitoring, study, evaluation and improvement of the institution, or confidentiality and security obligations;
• Members of the ERC Scientific Council;
• External auditors (working under strict contractual obligations to respect confidentiality);
• Other programmes and initiatives implementing EU research activities created in line with the provisions of the EU Treaty;
• Upon consent of the data subject, public research funding bodies in Member States and countries associated to H2020;
• The public:
  • For projects funded by a grant agreement, a limited subset of data (contact details of the administrative representative of each Beneficiary, including the Project Coordinator, and of the Scientific Coordinator) may be published on the CORDIS website/Europa/other dedicated Internet webpage or printed for further dissemination;
  • In accordance with financial regulation requirements, identities and cumulated funding received by recipients of EU funds are published annually on the Commission's internet (Financial Transparency System);
  • Based upon prior consent⁷, further limited sets of data may be published on paper and/or Internet for communication purposes.

In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis, to legislative or supervisory bodies of the Controllers, as well as auditing bodies.

2.3. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION

Access rights and controls are secured via the ECAS (European Commission Authentication Service).

All stakeholders involved in the evaluation and granting process are reminded to use the personal data received only for the purpose for which they were transmitted and to disregard all irrelevant and excessive data received with the project applications.

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⁶ For ERC Frontier Research: upon consent of the PI, a limited set of data may be disclosed to national/international funding authorities which run schemes to fund ERC applicants that score highly in the evaluation but which cannot be funded by the ERC due to its limited budget: full name, non-confidential proposal title and abstract, proposal acronym, Host Institution
⁷ Opt-in of the data subjects when registering or provided at a later stage through the signature of a declaration of agreement (kept by each Participant at the disposal of the Controller for any possible verification).
The information is stored in databases that reside on the Controllers’ servers, the operations of which abide by the European Commission’s security decisions and provisions established by the Directorate of Security that are continuously updated and revised.

Where processing operations are run by a service provider, this provider acts only on instructions from and under a specific contract with the concerned Controller, abiding to strict technical and organisation security measures in adherence to Regulation (EC) 45/2001.

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

If you wish to verify which personal data is stored on your behalf by the responsible Controller, have it modified, corrected, or deleted, you can either contact the specific Controller (see section 6 for contact details) or directly access the Participant Portal or the relevant JU IT application.

The Controller provides access to, modify, correct or delete any personal data at any time within 45 calendar days from the receipt of the applicant's request until the proceedings are finalised and the file is closed.

3.1. **Active phases**

When you are in an active phase of proposal submission, negotiation or reporting, if you have "read and write" access to the application, you can modify or delete your contact data yourself by logging into the Participant Portal or the relevant JU’s IT tools, and accessing your personalised services.

If you have "read-only" access, your hierarchy within the project (Beneficiary or coordinator contact(s)) who have "read and write" rights can modify or delete your data.

**Organisation registration**

- Log in to the Participant Portal to view your personal data submitted during the organisation's registration;
- You can modify your data in the forms or delete your account anytime unless the validation of the data has started;
- If the validation is on-going, you can address your request to the Validation Services (**REA-URF-VALIDATION@ec.europa.eu**).
- If the validation has already been finalised, the Legal Entity Appointed Representative can submit a request for modification via the Participant Portal.

**Evaluation**

- The Controllers provides access to, modify, correct or delete any personal data following the applicant’s request before the end of the call deadline.
- Once the call deadline has passed, the Controllers shall grant access to but cannot accept any further additions or corrections of the data.
- During any evaluation review procedure, modifying the information that has been submitted is not allowed either.
3.2. **NON-ACTIVE PHASES**

When the services are not in an active mode (e.g. after signature of the GA):

- Proposal submission in the Participant Portal: there is a short period (*1 month*) when the data of the proposal can still be viewed but not modified anymore. After this period no access is given to the submitted data;
- After the closing of negotiations, retained proposals are carried forward to the grant preparation process where the data subjects can modify and/or delete their personal data (carried forward from the proposal);
- After signature of the Grant Agreement: your data can be modified/deleted by sending an e-mail to the address given in the GA under the article devoted to 'Communication'. The concerned Project Officer will initiate an amendment to the grant agreement or simply notify that internal records have been updated accordingly (i.e. information letter procedure);
- The personal data in submitted questionnaires can be modified or deleted via a request to the technical helpdesk.

The personal data in submitted questionnaires can be modified or deleted via a request to the technical helpdesk ([http://ec.europa.eu/research/participants/portal/desktop/en/support/research_enquiry_service.html#](http://ec.europa.eu/research/participants/portal/desktop/en/support/research_enquiry_service.html#)).

5. **HOW LONG DO WE KEEP YOUR DATA?**

For information on applicants receiving funding, personal data (in paper and/or in electronic format) is retained for 10 years after the closing of the project.

Personal Data related to applications which have not been granted is kept for 3 years after the latest decision to reject the proposal was issued by the Programme Committee / Responsible Authorising Officer / the closing of the project (if negotiation failed) / the last update made by the concerned authorised representative of the data subject.

Anonymous can be retained for a period of more than 3 years for statistical, scientific analysis and policy making purposes only. The processing of this data will follow the provisions of the Regulation 45/2001/EC and a relevant consent will be obtained by the data subject for this purpose.

6. **CONTACT INFORMATION**

For any questions related to your rights under Regulation (EC) 45/2001 data subjects can contact the relevant Controller directly at any time and by giving details of their request:

- DG RTD Director-General: RTD-ASSISTANT-SECRETARIAT@ec.europa.eu
- DG ENTR Director of Resources and Internal Control: ENTR-RESOURCES-AND-INTERNAL-CONTROL@ec.europa.eu;
- DG CNECT Head of unit R5: CNECT-R5@ec.europa.eu;
- DG MOVE Head of unit MOVE C2: Keir.Fitch@ec.europa.eu;

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8 As stipulated in the Commission’s Common Retention List (SEC(2012)713).
- DG ENER Head of unit ENER C2: Jean-Marie.Bemtgen@ec.europa.eu;
- REA Director: Gilbert.Gascard@ec.europa.eu;
- ERCEA Director: Pablo.Amor@ec.europa.eu;
- INEA Director: Dirk.Beckers@ec.europa.eu;
- SESAR Head of administration: Procurement@sesarju.eu;
- ECSEL Executive Director: Data-Protection@ecsel.europa.eu;
- CLEANSKY Executive Director: Data-Protection@cleansky.eu;
- IMI Executive Director: Data-Protection@imi.europa.eu;
- FCH Executive Director: Data-Protection@fch.europa.eu;
- COSME EASME Head of Unit A.1: Jose.Puigpelat@ec.europa.eu;
- H2020 SME Instrument EASME Head of Unit A.2: Bernd.Reichert@ec.europa.eu;
- H2020 Energy EASME Head of Unit B.1: Vincent.Berruto@ec.europa.eu;
- H2020 Environment and Resources EASME Head of Unit B.2: Arnoldas.Milukas@ec.europa.eu;
- H2020 Eco-innovation EASME Head of Unit B.3: Beatrice.Yordi@ec.europa.eu.

Or his/her Processors, by using:

- The Validation Service for any question concerning the Organisation registration and management (REA-URF-VALIDATION@ec.europa.eu);
- The contact information given in the Call for any question on Proposal submission;
- The designated Project Officer;
- The functional mailbox indicated for each call of the ERC Frontier Research programme.

For specific information on data protection, you may also contact the Data Protection Officer of your relevant Controller:

- European Commission Data Protection Officer: DATA-PROTECTION-OFFICER@ec.europa.eu;
- REA Data Protection Officer: REA-DATA-PROTECTION-OFFICER@ec.europa.eu;
- INEA (for Part III of the Horizon 2020 programme only9): INEA-DPO@ec.europa.eu;
- ERCEA Data Protection Officer: ERC-DATA-PROTECTION@ec.europa.eu;
- EACEA Data Protection Officer (for ERASMUS+, CREATIVE EUROPE, EU AID VoluntEers, EUROPE FOR CITIZENS): EACEA-data-protection@ec.europa.eu;
- REA Data Protection Officer: REA-DATA-PROTECTION-OFFICER@ec.europa.eu;
- EASME Data Protection officer: EASME-DPO@ec.europa.eu;
- IMI Data Protection Officer: Data-Protection@imi.europa.eu;
- ECSEL Data Protection Officer: Data-Protection@ecsel.europa.eu;
- SESAR Data Protection Officer: sju.data-protection@sesarju.eu;
- FCH Data Protection Officer: Data-Protection@fch.europa.eu;
- CLEANSKY Data Protection Officer: Data-Protection@cleansky.eu.

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9 See above footnote
7. **RECOUSe**

Preferably after a first contact with your Controller, in particular in case of conflict, but at any time, you have the right of recourse to the **European Data Protection Supervisor**: edps@edps.europa.eu.

8. **LEGAL BASIS**


COMMISSION DECISION on the operating rules of the CSC (Common Support Center) C(2013)8751


Council of 25 October 2012 on the financial rules applicable to the general budget of the Union ("Rules of Application")

COUNCIL REGULATION 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes (Article 6).


COMMISSION DECISION of 12 December 2013 establishing the European Research Council (2013/C 373/09)

COMMISSION DECISION of 20 December 2013 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

COMMISSION DECISION C(2014)2454 adopting the ERC Rules for the submission of proposals and the related evaluation, selection and award procedures relevant to the Specific Programme of Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)


COUNCIL REGULATION (EU) No XX/2014 of 16 June 2014 amending Regulation (EC) No 219/2007 on the establishment of a Joint Undertaking to develop the new generation European air traffic management system (SESAR) as regards the extension of the Joint Undertaking until 2024.
COUNCIL REGULATION (EU) No 557/2014 of 6 May 2014 establishing the Innovative Medicines Initiative 2 Joint Undertaking

COUNCIL REGULATION (EU) No 558/2014 of 6 May 2014 establishing the Clean Sky 2 Joint Undertaking

COUNCIL REGULATION (EU) No 559/2014 of 6 May 2014 establishing the Fuel Cells and Hydrogen 2 Joint Undertaking

COUNCIL REGULATION (EU) No 560/2014 of 6 May 2014 establishing the Bio-based Industries Joint Undertaking

COUNCIL REGULATION (EU) No 561/2014 of 6 May 2014 establishing the ECSEL Joint Undertaking


COMMISSION DECISION of 16 December 2008 on the Early Warning System for the use of authorising officers of the Commission and the executive agencies

COMMISSION DECISION (EU) No 2011/833 of 12 December 2011 on the reuse of Commission documents

COMMUNICATION N° 2011/882 of 12 December 2011 from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions

COMMISSION DECISION C(2013) 9418 of 20 December 2013 on delegating powers to the Research Executive Agency with a view to performance of tasks linked to the implementation of Union programmes in the field of research and innovation comprising, in particular, implementation of appropriations entered in the general budget of the Union (the Delegation Act)
The Memorandum of Understanding between the Research Executive Agency and the Directorates General for Research and Innovation, for Education and Culture, for Enterprise & Industry, for Communication Networks, Content and Technology and for Agriculture and Rural Development

Rules for the Administrative and Logistical Support Services provided by the REA for Horizon 2020 and certain other programmes


Commission Implementing Decision 2013/778/EU of 13 December 2013 establishing the Research Executive Agency and repealing Decision 2008/46/EC