



Brussels, 25th April 2019
EASME.B.3

DATA PROTECTION NOTICE

FOR THE PROCESSING OF PERSONAL DATA RELATED TO THE "LIFE+ GRANT APPLICATION SYSTEM"

1. Context and Controller

This web page offers you an online service to submit a proposal in relation to the mentioned Life + grant procedure. While registering your personal data will be collected and further processed for the purposes detailed hereafter under point 2. The relevant processing operations are under the responsibility of the Head of the Unit E3 (Life - Nature), DG ENVIRONMENT, acting as the Controller.

The following **entity/ies process** your personal data on our behalf:

1. EASME AS THE MAIN DATA PROCESSOR

EASME, B.3
Place Charles Rogier 16, 1210 Bruxelles –Belgium
<https://ec.europa.eu/easme/en/life>
ENV-CLIMA-LIFE-HELPDESK@ec.europa.eu

2. NEEMO AS A SUBCONTRACTOR PART OF THE MONITORING CONSULTING TEAM

Prospect C&S s.a.
83 rue du Prince Royal, 1050 Brussels – Belgium
<http://www.neemo.eu>
coordination@neemo.eu

3. STANTEC AS A SUBCONTRACTOR PART OF THE EVALUATION CONSULTING TEAM

Stantec SA/NV
Nysdam Office Park, Avenue Reine Astrid 92, B-1310 La Hulpe, Belgium
<https://www.stantec.com>
Belgium@stantec.com

As this online service collects and further processes personal data, 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 data¹, is applicable.

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

Types of personal data

Personal data collected and further processed concern the grant applicant and its associate beneficiaries. Information can relate to the following data:

- Name;
- Function;
- Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- Bank account reference (IBAN and BIC codes), VAT number, passport number, ID number;
- Information for the evaluation of selection criteria or eligibility criteria.
- Declaration on honour that they are not in one of the exclusion situation referred to in Articles 136 and 141 of the EU Financial Regulation (EU) 2018/1046².

Purpose

Upon reception of the grant application, your personal data is collected and further processed for the purpose of the selection, management and administration of grant by Commission and EASME services, including related communication on similar topics or opportunities and monitoring of the related EU programmes. Your personal data will be processed in the LIFE IT SYSTEMS necessary to the above mentioned purpose (i.e EPROPOSAL, ESAP, BUTLER, KPI).

Legal bases

The legal bases for the processing operations on personal data are: - Article 5(a) of Regulation (EU) 2018/1725 because processing is necessary for the performance of a task carried out in the public interest³ and in particular Articles 180 to 200 of the EU Financial Regulation; - Article 5(d) of Regulation (EU) 2018/1725 if processing is based on your explicit consent (for non-mandatory personal data).

Technical means

Personal data are provided as part of each grant application. The information is collected in files stored in an isolated secure system. The information is processed by authorised Commission and Agency personnel and transferred to Agency and Commission systems (as described in point 4.), under the responsibility of the Controller. The processing of your data will not include automated decision-making. Your personal data will not be transferred to third countries.

¹ OJ L 295/39 of 21.11.2018.

² EU Financial [Regulation \(EU, Euratom\) 2018/1046](#) of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union (OJ L 193/1 of 30.07.2018).

³ EASME Act of Establishment: Commission Implementing Decision C(2013/771/EU) of 17 December 2013 establishing the 'Executive Agency for Small and Medium-sized Enterprises' and repealing Decisions 2004/20/EC and 2007/372/EC in relation with the LIFE programme Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013 on the establishment of a Programme for the Environment and Climate Action (LIFE) and repealing Regulation (EC) No 614/2007.

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

For the purpose detailed above, access to project proposal and the personal data they include is given on a need to know basis to the following persons:

- authorised Commission and Agency staff;
- outside experts and staff of contractors who work on behalf of the Commission for the purposes of management of the grant procedure and grant evaluation;
- the staff of bodies charged with a monitoring, audit or inspection task in application of Union law (e.g. internal audits, Court of Auditors, Financial Irregularities Panel referred to in Article 93 of the EU Financial Regulation, Exclusion Panel referred to in Article 143 of the EU Financial Regulation, European Anti-fraud Office - OLAF);
- authorised staff of the national authorities as listed in the Life website at <http://ec.europa.eu/environment/life/contact/nationalcontact/index.htm> , will have access to the proposals from applicants (coordinating beneficiary) or other participants (associated beneficiaries) established in their country.
- Members of the public: for those proposals that will receive a Commission grant, the identity of the beneficiaries will be made public, in accordance with the Commission's obligation to publish information on the outcome of the grant procedure and on the beneficiaries of funds deriving from the budget of the European Community (Articles 38(2) and 189(2) of the EU Financial Regulation, respectively). The information will concern in particular the name and address, the amount awarded and the title of the project. It will be published on the website of the Commission. Information concerning each financed proposal, including the identity of the beneficiaries and contact persons will also be made available on the Life website <https://ec.europa.eu/easme/en/life>.

Additionally, selected experts may be listed in the Register of Expert Groups of the Commission on <http://ec.europa.eu/transparency/regexpert/>. For more information see notification 2194 to the Commission Data Protection Officer in the registry available on <http://ec.europa.eu/dataprotectionofficer>.

4. How do we protect and safeguard your information?

The collected personal data are stored for the duration of the multi-annual programme for which you submitted your application after closure of the grant procedure on the premises of the Agency or the Commission and on servers of a computer centre of either DG DIGIT or EASME. The Commission and Agency premises and operations of all computer centres abide by the Commission's security decisions and provisions established by the Security Directorate of Directorate General Human Resources and Security.

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, or restrict the processing, or object to it or to exercise the right to data portability, all based on Regulation (EU) 2018/1725, please make use of the contact information mentioned in the Call for expression of interest or grant application or invitation to tender, by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view. Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the terms of the tender and lead to rejection as stated in Article 112 of the EU Financial Regulation.

If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within one month.

6. How long do we keep your personal data?

Your personal data are kept:

- Files relating to grant procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of 10 years following the signature of the grant agreements or decisions. However, applications from unsuccessful applicants have to be kept only for 3 years following the finalization of the call.
- Extract from judicial records are kept up to 2 years after the finalisation of the call.
- Until the end of a possible audit if one started before the end of the above period
- After the period mentioned above has elapsed, the grant files containing personal data are sampled to be sent to the historical archives of the Commission for further conservation. The non sampled files are destroyed.

7. Contact Information

For any questions related to the processing of your personal data and to exercise your rights mentioned above, contact the Controller via the support team, operating under the responsibility of the Controller, by using the contact information mentioned and by explicitly specifying your request. The processing of your personal data is detailed in the EASME register of processing activities. You may also contact the EASME Data protection officer at EASME-DPO@ec.europa.eu.

8. Recourse

If you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of personal data, you have the right to lodge a complaint the European Data Protection Supervisor (<https://edps.europa.eu/data-protection/our-role-supervisor/complaints>). [_en](#)

In general, neither the staff of the European Commission or the Agency nor its consultants view the proposals until they are submitted to the Commission. However, for technical (IT) assistance purposes, an Applicant (in function of Coordinating Beneficiary) may request the 'eProposal Support Team' to access his/her proposal.