

PRIVACY STATEMENT
for processing of personal data related to:
"e-Proposal", 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.

As this online service collects and further processes personal data, 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, 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 article 93 and 94 of the Financial Regulation.

Purpose

Upon reception of the grant application, its content including personal data are collected and further processed for the purpose of the management and administration of the grant procedures by Commission services.

Legal bases

The legal bases for the processing operations on personal data are:

- Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities "the Financial Regulation",
- Commission Regulation (EC, Euratom) N° 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) N°1605/2002 on the Financial Regulation applicable to the general budget of the European Communities "the Implementing Rules".

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 Commission personnel and transferred to Commission systems (as described in point 4.), under the responsibility of the Controller.

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 to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- Commission staff as well as outside experts and contractors who work on behalf of the Commission for the purposes of management of the grant procedure and grant evaluation, and the bodies charged with a monitoring or inspection task in application of Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office - OLAF);
- 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 procurement procedure and on the beneficiaries of funds deriving from the budget of the European Community (Article 90, 110 (2) and Article 30(3) of the 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 in supplement S of the Official Journal of the European Union and/or on the website of the Commission. 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 Data Protection Officer in the registry available on <http://ec.europa.eu/dataprotectionofficer>
- Information concerning each financed proposal, including the identity of the beneficiaries and contact persons will also be made available on the Life website.

4. How do we protect and safeguard your information?

Data are stored on the premises of the Commission and on servers of a computer centre of either DG DIGIT or the Directorate General issuing the call for expression of interest, call for proposals or procurement procedure. The Commission 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, please make use of the contact information mentioned in the grant application, by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

6. How long do we keep your personal data?

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.
- After the period mentioned above has elapsed, the grant files containing personal data are sent to the historical archives of the Commission for further conservation.

7. Contact 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 contact the support team, operating under the responsibility of the Controller, using the following contact information:

European Commission

Directorate General Environment Unit E.3 Life Nature

1160 Brussels

8. Recourse

In case of conflict, complaints can be addressed to the European Data Protection Supervisor <http://www.edps.europa.eu>

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