



**European Research Council**  
Executive Agency

Established by the European Commission

## RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (henceforth the "Data protection regulation")

Record n°

DPO 5 – 2019 update 2022

*In accordance with Article 31 of the new Regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.*

*This record covers two aspects:*

- 1. Mandatory records under Art 31 of the Data protection regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

*The ground for the record is (tick the relevant one):*

- Regularization of a data processing operation already carried out*
- Record of a new data processing operation prior to its implementation*
- Change of a data processing operation.*

<b>LILY IT tool</b>		
<b>1</b>	<b>Last update of this record if applicable</b>	DPO 5 – 2019 ARES(2019)5335144
<b>2</b>	<b>Short description of the processing</b>	<p>Lily is an IT tool developed by the ERCEA to manage information on ERC projects used in ERC communication activities.</p> <p>With the objective of raising ERC's global awareness and informing the media, stakeholders and the public at large of ERC's activities and achievements, the ERCEA processes personal data of ERC grant holders, staff members of their host institutions (grant beneficiaries) as well as of ERCEA staff members working with the projects.</p> <p>The Lily application is accessible to ERCEA team members who work with the follow-up of ERC-funded projects, communication services as well as to IT staff who maintain the tool. It has three main purposes:</p> <ol style="list-style-type: none"> <li>1. to collect information on projects that will help find the right project for the right communication activity.</li> </ol>

		<p>2. to record information on communication materials already published on ERC projects with grant holders' consent (e.g. on the ERC website, in ERC publications or websites of the European Commission Research and Innovation family).</p> <p>3. to publish a subset of these communication materials on the ERC Research Information System (ERIS).</p>
<b>Part 1 - Article 31 Record (may be published)</b>		
3	<b>Function and contact details of controller</b>	Head of Unit ERCEA.A2 Communication via <a href="mailto:ERC-PROJECT-PROMOTION@ec.europa.eu">ERC-PROJECT-PROMOTION@ec.europa.eu</a>
4	<b>Contact details of the Data Protection Officer (DPO)</b>	<a href="mailto:ERC-DATA-PROTECTION@ec.europa.eu">ERC-DATA-PROTECTION@ec.europa.eu</a>
5	<b>Name and contact details of joint controller (where applicable)</b>	-
6	<b>Name and contact details of processor (where applicable)</b>	European Commission DIGIT <a href="mailto:DIGIT-ISHS-WEBLOGIC@ec.europa.eu">DIGIT-ISHS-WEBLOGIC@ec.europa.eu</a> and <a href="mailto:DIGIT-ISHS-ORACLE@ec.europa.eu">DIGIT-ISHS-ORACLE@ec.europa.eu</a>
7	<b>Purpose of the processing</b>	The Lily back-office system is designed to support the communication of ERC activities and achievements to the public, in particular of ERC funded research projects and their results. This purpose is in line with the Commission Decisions delegating powers to the ERCEA with a view to performance of tasks linked to the implementation of the specific programme under FP7, Horizon 2020 and Horizon Europe, as well as with the ERC annual External Communication Strategy. Lily may also support ERCEA feedback to policy activities.
8	<b>Description of the categories of data subjects</b>	<input checked="" type="checkbox"/> EA staff (Contractual and temporary staff in active position: Name of Scientific, Project, and Ethics officers following a given project. Name of the team member who last updated the information of a project.)  <input type="checkbox"/> Visitors to the EA  <input type="checkbox"/> Contractors providing goods or services  <input type="checkbox"/> Applicants  <input type="checkbox"/> Relatives of the data subject  <input type="checkbox"/> Complainants, correspondents and enquirers  <input type="checkbox"/> Witnesses  <input checked="" type="checkbox"/> Beneficiaries: Names of Principal investigators of ERC grants. The ERC may collect name of communication correspondents of ERC grant holders in their host institutions.  <input type="checkbox"/> External experts  <input type="checkbox"/> Contractors  <input checked="" type="checkbox"/> Other, please specify Researchers selected for ERC funding (Principal investigators).
9	<b>Description of personal data categories</b>	<i>Categories of personal data:</i>
	Indicate <b>all</b> the categories of personal data	<input checked="" type="checkbox"/> in the form of personal identification numbers

	<p>processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p>	<p>(ERC project number)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints: Links and references to audio-visual material (photos, sound and image recordings) featuring grant holders are stored in Lily.</li> <li><input checked="" type="checkbox"/> concerning the data subject's private sphere: Links and references to audio-visual material (photos, sound and image recordings) featuring grant holders are stored in Lily. The referenced recordings may include information on Principal investigators' private sphere, given by the researcher.</li> </ul> <p>Material that is not approved by the researcher is referenced as such (raw footage/not approved). Material validated by the researcher and published is referenced through a hyperlink to the online location of the video.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> concerning pay, allowances and bank accounts:</li> <li><input checked="" type="checkbox"/> concerning recruitment and contracts (e.g. information on the development and management of the ERC projects led by the researcher)</li> <li><input checked="" type="checkbox"/> concerning the data subject's family (e.g. the researcher may share information on his/her family in the context of an article or a video.)</li> <li><input checked="" type="checkbox"/> concerning the data subject's career (e.g. change of positions during the time of the ERC grant main be noted, when shared by the researchers.)</li> <li><input type="checkbox"/> concerning leave and absences</li> <li><input checked="" type="checkbox"/> concerning missions and journeys (e.g. information on the participation of grant holders to ERC events is stored in Lily.</li> <li><input type="checkbox"/> concerning social security and pensions</li> <li><input type="checkbox"/> concerning expenses and medical benefits</li> <li><input checked="" type="checkbox"/> concerning telephone numbers and communications: The email and phone number of grant holders is stored in Lily.</li> <li><input checked="" type="checkbox"/> concerning names and addresses (including email addresses): The email number of grant holders is stored in Lily.</li> <li><input checked="" type="checkbox"/> Other, please specify:</li> </ul> <p>Information Principal Investigators' research, interests and achievements as well as information on their nationality and date of birth may also be stored.</p> <p>Information on researchers' careers in terms of previous or other affiliations, publications, patents, prizes and press highlights of their research results.</p> <p><i>Categories of personal data processing likely to present</i></p>
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10	Retention time (time limit for keeping the personal data)	<p>Retention time is in line with the retention policy of ERCEA grants available on the Funding &amp; tender opportunities portal (Single Electronic Data Interchange Area (SEDIA)): information on beneficiaries receiving EU funding is currently retained for 10 years after the closing of the project (last payment).</p> <p>For H2020:  <a href="http://ec.europa.eu/research/participants/data/support/legal_notice/h2020-ssps-grants-sedia_en.pdf">http://ec.europa.eu/research/participants/data/support/legal_notice/h2020-ssps-grants-sedia_en.pdf</a></p> <p>Is any further processing for historical, statistical or scientific purposes envisaged?  <input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>In line with ERCEA retention policy for historical and scientific purposes.</p>
11	Recipients of the data	<p>Staff members of unit ERCEA communication (currently ERCEA.A2) as well as Scientific Officers in the scientific department (currently B) can access the application as well as, on a need to know and need to do basis, a limited number of staff of the Agency:</p> <ul style="list-style-type: none"> <li>- with a communication or feedback to policy role, mainly in the Scientific management department (B);</li> <li>- with a project follow-up role, in the scientific (B) and grant management (C) departments (Scientific, Project and Ethics officers);</li> <li>- with a role to maintain Lily (Unit D1).</li> </ul> <p>A subset of data consisting of communication materials on ERC funded projects, validated by ERC Principal investigators, will be published on the ERC Research Information System (ERIS) via a publishing system. It will</p>

		consist of the title and short summary of the communication material with hyperlink, production date and illustration.
12	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	No
13	<b><u>General</u> description of technical and organisational security measures</b>	<p>Lily is an integral part of the ERCEA Back-office suite: a common technical platform used by ERCEA for internally developed software.</p> <p>In conformity with the European Commission DIGIT specifications, the Back-office suite is protected by EU Login, which guarantees the authentication of each user wanting to connect to the system. Furthermore, an additional authorisation mechanism has been setup to enable fine-grained data access management.</p> <p>The application is accessible from the ERCEA internal network.</p> <p>The database is hosted at DIGIT who is in charge of the back-ups and availability.</p> <p>The source code is stored in version control (GiT) managed by the Commission Information Technology Network (CitNet).</p> <p>Only members of the Software Development Team (in ERCEA Unit D1 IT Solutions and Services) are granted access to the three separate technical environments (e.g. Oracle database, Java code, etc.)</p> <p>End-user access to the application is managed by representatives of the business who are in full control of user access management for the application (in ERCEA.A2 Communications Unit).</p>
14	<b>Specific Privacy Statement</b>	A Data protection notice (in Annex) is published on the ERC website.