



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 57 - 2024

In accordance with Article 31 of the data protection 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.

### Remote referee nomination and recruitment

1	Last update of this record if applicable	Ref. Ares(2011)830282 – 29/07/2011
2	Short description of the processing	The data is processed to identify, select and manage remote referees (RRs) that evaluate proposals submitted to calls published by the European Research Council. The detailed purpose of the processing is to be able to ascertain the identity of the RRs nominated by the evaluation panels and to engage them through the letter of appointment.
<b>(This part may be public)</b> <b>Part 1 - Article 31 Record</b>		
3	Function and contact details of the controller	Head of ERCEA Department B (Scientific Department) ERC-PAN@ec.europa.eu

4	<b>Contact details of the Data Protection Officer (DPO)</b>	ERC-DATA-PROTECTION@ec.europa.eu
5	<b>Name and contact details of joint controller (where applicable)</b>	N/A
6	<b>Name and contact details of processor (where applicable)</b>	DG DIGIT e-mail: DIGIT-EC-SMT@ec.europa.eu
7	<b>Purpose of the processing</b>	<p>The data is processed to identify, select and manage remote referees (RRs) that evaluate proposals submitted to calls published by the European Research Council. RRs are independent experts who remotely perform individual assessments of proposals preselected in step 1 of the ERC evaluation process, and are not reimbursed. RRs are identified and nominated for each individual proposal by ERC evaluation panels (made up of ERC panel members) during step 1 of the evaluation. In nominating RRs, panels can draw upon the global pool of experts, i.e. they are not limited to experts that have registered themselves in the central expert repository of the European Commission, EMPP.</p> <p>Actors and actions:</p> <p>Members of the ERC peer review evaluation panels (Panel members): Independent experts supporting the ERCEA in the peer review evaluation; in the frame of this data processing record, they suggest RRs with the necessary expertise to perform individual assessments of proposals.</p> <p>Chair-persons of the ERC peer review evaluation panels (Panel chairs): Independent experts that organise the work within their panel and chair panel meetings; in the frame of this data processing operation, they formally nominate RRs to perform individual assessments of proposals.</p> <p>ERCEA staff: In charge of manually encoding the identification information of RRs provided by panel members and panel chairs. ERCEA staff are also complementing this information with contact information (e-mail address) from publicly available sources such as institutional websites and publication databases in order to send e-mail invitations, to issue letters of appointment and to allocate assessment tasks to RRs.</p> <p>Head of the ERCEA Scientific Management Department: Signs the letters of appointment of RRs on behalf of the agency.</p> <p>Information systems involved in the data processing operation:</p> <p>SEP: European Commission information system for the evaluation of research proposals submitted to ERC calls for proposals.</p> <p>ERCFP7: Local ERCEA data repository used to store all RR information.</p>

8	<p><b>Description of the categories of data subjects</b></p>	<p>Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries)</p> <p><input type="checkbox"/> EA staff (Contractual and temporary staff in active position)</p> <p><input type="checkbox"/> Visitors to the EA</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input checked="" type="checkbox"/> External experts, including unpaid experts</p> <p><input type="checkbox"/> Contractors</p> <p><input type="checkbox"/> Other, please specify _____</p>
9	<p><b>Description of personal data categories</b></p> <p>Indicate <b>all</b> the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p>	<p><i>Categories of personal data:</i></p> <p><input type="checkbox"/> in the form of personal identification numbers</p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p><input checked="" type="checkbox"/> concerning the data subject's private sphere</p> <p>Gender</p> <p><input type="checkbox"/> concerning pay, allowances and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts</p> <p>Place of employment, current organisation, job title,</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input checked="" type="checkbox"/> concerning the data subject's career</p> <p>Area of scientific expertise, publications,</p> <p><input checked="" type="checkbox"/> concerning leave and absences</p> <p>Availability to perform the assigned tasks</p> <p><input type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email)</p>

10	Retention time (time limit for keeping the personal data)	<p>addresses)</p> <p>First Name, Last Name and professional e-mail address</p> <p><input type="checkbox"/> Other :please specify</p> <p><i>Categories of personal data processing likely to present <u>specific risks</u>:</i></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p><i>Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10 new Regulation):</i></p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p><i>Specify any additional data or explanatory information on the data being processed, if any:</i></p> <p>Personal data of the remote referees who have signed the appointment letter (including information on the tasks performed, if any) is kept in the ERCFP7 DB for 10 years from the end of the framework programme for which they were appointed. Personal data of invited remote referees that never signed their appointment letter will be kept in the ERCFP7 DB for 3 years for operational reasons; however, data subject can always ask the data controller to delete their data at any time. end of the validity of the expert's letter of appointment.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged?  <input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Before the expiration of abovementioned retention periods for appointed and non-appointed remote referees, personal data collected for this specific action may be transferred to an isolated, ERCEA's archive for the sole purpose of historical, statistical or scientific use related to this specific action. Access to this server is given only upon request by the ERCEA Director and solely on a "need to know" and "need to do" basis.</p> <p>The data will then be kept 25 years for statistical and scientific research purposes and for an indefinite period for historical purpose.</p>
----	---	--

11	<b>Recipients of the data</b>	<p>External: ERC Panel chairs and panel members have limited access to this data (First name, Last name, institution, e-mail address) when suggesting remote referees in subsequent calls. In practice, panel chairs and panel members enter the first letters of a suggested RR name in SEP and are then displayed with names in our database that match those first letters. Downloading of the entire dataset is NOT possible.</p> <p>Internal: The Head of the Scientific Department, Call Coordination and Scientific Officers, IT officers and Expert Management Staff on a “need to know” basis.</p>
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>	<p>No transfer to third countries or international organisations is foreseen.</p> <p>Panel chairs, panel members and ERCEA staff can access the SEP RR suggestion tool from third countries only via the provided EU Login which provides the necessary security measures in compliance with the Data Protection Regulation. All SEP users are bound to confidentiality.</p>
13	<b>General description of the technical and organisational security measures</b>	<p>The ERCEA computer systems and corporate information systems (SEP in this case) have very restricted physical access for externals due to the security measures (restricted access to identified people supervised by security guards) of the building. The Panel Chairs and Panel Members will be usually using the system from their professional locations and the access will be via provided EU Login.</p> <p>Access rights will be attributed by the Business Process Controller under the supervision of the Data Controller and within a limited scope. The access to the personal data is limited to point 12, on a “need to know” basis. All SEP users will need an EU-Login username and password and therefore the actual exercise of the access rights can be controlled and traced, if needed for security reasons.</p>
14	<b>Information to data subjects/Specific Privacy Statement (SPS)/Data Protection Notice (DPN)</b>	<p>All remote referees are informed about the data protection measures directly in the invitation sent to them (via a Specific Privacy Statement/Data Protection Notice), and are informed that by replying to the invitation they are giving their consent to our processing of their data. The full text included in the invitation:</p> <p>“By clicking on the link above you agree that your personal data is collected and processed in the context of the evaluation of proposals submitted to ERC funding calls. The purpose is to register, manage and administrate the selection procedure for external experts. The ERC Executive Agency shall process all personal data according to Regulation (EC) No. 2018/1725. You can find further information, in particular on which personal data is collected, to whom it is disclosed and how you can access, verify, and if needed, correct or delete it, in the Specific Privacy Statement on registration, selection and management of experts.</p> <p><a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice</a>”</p>

