



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.D – Coordination and corporate services

REA.D1 – Planning, Knowledge and Compliance

RECORD OF PERSONAL DATA PROCESSING ACTIVITY

In accordance with Article 31 of the Regulation (EU) 2018/1725 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 (hereinafter referred to as the Regulation), individuals whose personal data are processed by the European Research Executive Agency (hereinafter referred to as REA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.

Record No: 44
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NAME OF THE PROCESSING ACTIVITY

Personal data collection on the REA Europa webpage to receive and respond to external enquiries submitted to REA via the contact form

GROUND FOR THE RECORD (TICK THE RELEVANT ONE):

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

IDENTIFICATION OF THE DATA CONTROLLER

European Research Executive Agency (REA)

¹ 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 (OJ L 295 of 21.11.2018, p.39).

1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION

1.1. Name and contact details of controller

The controller is the European Research Executive Agency (REA), represented by its Director. For organisational reasons, the role of the data controller has been entrusted by the Director to the delegated controller and is exercised by the Head of Sector Communication and Policy Feedback, Unit REA.D.1 (Planning, Knowledge and Compliance). The controller may be contacted via the Agency's [contact form](#), hosted on the European Research Executive Agency's [website](#), or via the mailbox REA-INFO@ec.europa.eu.

1.2. Name and contact details of the Data Protection Officer (DPO)

REA DPO: REA-DATA-PROTECTION-OFFICER@ec.europa.eu

1.3. Name and contact details of joint controller (where applicable) Not applicable.

1.4. Name and contact details of processor (where applicable)

REA's [contact form](#) is a functionality accessible via the Agency's [website](#) (hosted on the European Commission's [Europa](#) server). The form allows individuals and organisations to send enquiries on activities related to the programmes managed by REA. The Europa domain belongs to the '.eu' top level domain established by Regulation EC 733/2002 and is managed by DG Communication's Unit B3 'Europa Web Communication' (contact: Europamanagement@ec.europa.eu). The general Europa [privacy policy](#) is accessible to visitors via [REA's webpage](#).

1.5. Purpose of the processing

Depending on the nature of your request, the Communication and Policy Feedback sector will respond either directly via the functional mailbox (REA-INFO@ec.europa.eu) or will forward your enquiry internally to another competent service within the REA, other Executive Agencies or the European Commission.

When pertinent or applicable, in the REA's reply, the Communication and Policy Feedback sector will inform you about the service your enquiry has been forwarded to. When a reply is provided by a service other than the REA's Communication and Policy Feedback sector, our e-mail address (REA-INFO@ec.europa.eu) will be copied in the reply to allow the sector to close the enquiry.

1.6. Legal basis for the processing

- Article 5(1)(a) of the Regulation – it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in REA by the following legal acts²:

² The legal basis under Article 5(1): **Council Regulation (EC) No 58/2003** of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes, OJ L 11, 16.1.2003; **REA Establishment act: COMMISSION IMPLEMENTING DECISION (EU) 2021/173** of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU (C/2021/953), OJ L 50, 15.2.2021; **REA Delegation Act: COMMISSION DECISION C(2021)952** of 12.2.2021 delegating powers to the European Research Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of Research and Innovation, Research of the Fund for Coal and Steel and Information Provision and Promotion Measures concerning

- Article 5(1)(d) of the Regulation: The data subject must provide their consent to be able to submit their enquiry and initiate the personal data processing activity, by ticking the checkbox 'I have read and agree with the specific privacy statement'. The data subject has the right to withdraw their consent at any time without affecting the lawfulness of the processing based on their consent before its withdrawal.

1.7. Categories of data subjects

Individuals from EU and non-EU countries contacting the Agency.

1.8. Categories of personal data

Mandatory identification data:

- First name and last name;
- E-mail address;
- IP address.

Non mandatory: Any other categories of data inserted by the data subjects in the message section.

1.9. Retention time (time limit for keeping the personal data)

Your e-mails and related personal data are stored in the REA's Communication and Policy Feedback Outlook functional mailbox for six months and in the REA's electronic filing system (Ares) for approximately two years following manual registration by the authorised staff from the Communication and Policy Feedback sector. It applies by analogy to the principles established by the European Commission policy on the retention of documents, indicated in section 9.6.2 of Annex 1 "Common Commission-Level Retention List for European Commission Files - Second Revision"³.

Is any further processing for historical, statistical or scientific purposes envisaged? **No**

1.10. Recipients of the data

Who has access to the data within the Agency:

- Authorised staff of the REA's Communication and Policy Feedback sector;
- Other REA departments and/or units to which the Communication and Policy Feedback sector may forward the enquiry to ensure adequate and exhaustive feedback is provided to the data subject.

Who has access to the data outside of the Agency:

- Other Commission services, Executive Agencies or Directorates-General (DGs) concerned with your enquiry to which the Communication and Policy Feedback sector may forward the message to provide you with a clarifying answer.
- The Directorate-General Communication as processor for data collected with first-party cookies during your visit of REA's website.

In addition, data may be disclosed to public authorities, which are not regarded as recipient in accordance with Union and Member State law⁴. The processing of those

Agricultural Products comprising, in particular, implementation of appropriations entered in the general budget of the Union.

³ SEC(2019) 900/3 – ARES(2021)7564237, 25.10.2021

⁴ The **European Court of Justice or a national judge** as well as the lawyers and the agents of the parties in case of a legal procedure; **IDOC** in line with Commission Decision of 12 June 2019 laying down general implementing provisions on the conduct of administrative inquiries and disciplinary proceedings - C(2019)4231 and Commission Decision (EU) 2019/165 of 1 February 2019 Internal rules concerning the provision of

data by those public authorities shall comply with the applicable data protection rules according to the purpose of the processing.

1.11. Transfers of personal data to third countries or international organisations - Not applicable

1.12. High-level description of security measures

REA has implemented a series of technical and organisational measures to protect the personal data of every individual. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, considering the risk of the processing activity and the nature of the personal data being processed. Organisational measures include restricting access to the personal data to authorised persons solely who have a legitimate need to know for the purposes of this processing operation.

All data in electronic format (e-mails, documents, etc.) are stored either on the servers of the European Commission or of REA, the operations of which abide by the European Commission's policy on IT security and related decisions and provisions established by the Directorate of Security for these types of servers/services.

1.13. Data Protection Notice

Data subjects are informed on the processing of their personal data via a Data Protection Notice on their rights, available in REA public central register of records⁵ and transmitted to them by the data controller, where applicable.

A Data Protection Notice (DPN) relevant to this data processing activity is also available at the bottom of REA's [contact page](#).

information to data subjects and the restriction of certain of their data protections rights in the context of administrative inquiries, pre-disciplinary, disciplinary and suspension proceedings; The competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations; **OLAF** in case of an investigation conducted in application of Regulation (EU, Euratom) No 883/2013; **The Internal Audit Service** of the Commission within the scope of the tasks entrusted by article 118 of the Financial Regulation and by article 49 of the Regulation (EC) No 1653/2004; **The Court of Auditors** within the tasks entrusted to it by Article 287 of the Treaty on the Functioning of the European Union of the EC Treaty and Article 20, paragraph 5 of Regulation (EC) No 58/2003; **The European Ombudsman** within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union; **The European Data Protection Supervisor** in accordance with Article 58 of the Regulation (EC) 2018/1725; The **European Public Prosecutor's Office** within the scope of Article 4 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office.

⁵ https://rea.ec.europa.eu/public-central-register-data-protection-records-rea_en