



RECORD OF PERSONAL DATA PROCESSING

“Lily Database for management of projects success stories”

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 Regulation”)*

Record n°

55

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 (“the Regulation”).

This record covers the following processes:

- 1) Mandatory records under Art 31 of the data protection regulation*
- 2) Compliance check and risk screening*

The ground for the record is (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.*

PART 1

(This part may be public)

Name of the processing operation

1	Creation and last update of this record (if applicable)	Record 55 - Date of creation: Ref. Ares(2021)4955644 - 04/08/2021. Current update: June 2025
2	Title and one-sentence description of the processing	Lily Database for management of projects success stories

(This part may be public)

Part 1 - Article 31 Record

2a	Legal basis	<p>Article 5(1) of the Regulation:</p> <p>(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body,</p> <p>(a2) processing of personal data necessary for the management and functioning of the Union Institutions or bodies (Recital (22) of the Regulation);</p> <p>The relevant legal framework consists of the following EU legal acts:</p> <ul style="list-style-type: none"> - 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; - 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 Agricultural Products comprising, in particular, implementation of appropriations entered in the general budget of the Union; - REA external communication strategy.
3	Function and contact details of the 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 and is exercised by the Head of Unit REA.D1 –

		<p>Planning, Knowledge and Compliance (delegated controller).</p> <p>The delegated controller may be contacted via functional mailbox: REA-INFO@ec.europa.eu.</p>
4	Contact details of the Data Protection Officer (DPO)	REA-DATA-PROTECTION-OFFICER@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	<p>The Lily database has been designed and deployed by the European Research Council Executive Agency (ERCEA), which is the processor, as represented by its Director.</p> <p>The data processor may be contacted via functional mailbox: ERC-PROJECT-PROMOTION@ec.europa.eu</p>
7	Purpose of the processing	<p>Lily is an internal database designed to support the communication activities on achievements of funded research projects and their results.</p> <p>The Lily database is designed to support the communication activities on achievements of funded research projects and their results. This tool has been developed by ERCEA, to manage information on ERCEA projects. In view of supporting the same type of activities in REA, ERCEA will process personal data related to Primary Contact Point/Project Coordinators (PCOCO), Marie Skłodowska-Curie Actions (MSCA) Individual Fellows, as well as REA staff members belonging to REA.D1.001 Sector 'Communication and Policy Feedback' and REA Project Officers (POs) and staff members of the REA Communication Correspondents Network (RCN)</p> <p>This complies with REA's External Communication Strategy objective of raising REA's global awareness and informing the media, stakeholders and the public at large about REA's activities and achievements.</p>
8	Description of the categories of data subjects	REA staff entrusted with communication activities, i.e. staff from Sector REA.D.1.001 'Communication and Policy Feedback', POs and members of the REA RCN; PCOCO and fellows for MSCA Individual Fellowships or Postdoctoral Fellowships.
9	<p>Description of personal data categories</p> <p>Indicate all 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 checked="" type="checkbox"/> Identification data: Personal number; Users' units; First Name and Last Name (for authorised REA staff); Name and Last Name, and email address (for PCOCO and MSCA Fellows)</p> <p><input checked="" type="checkbox"/> Contact data: Office address; Office phone number; Office e-mail address (for authorised REA staff);</p> <p><input type="checkbox"/> Education related data</p>

		<input checked="" type="checkbox"/> Employment related data Contract start date; Contract end date (for authorised REA staff); <input type="checkbox"/> Financial data <input type="checkbox"/> Data necessary for management of procedural/evaluation/performance related aspects: <input checked="" type="checkbox"/> Authentication and access data: Name, Surname and user login (for authorised REA staff); <input type="checkbox"/> Special category of data <input type="checkbox"/> Other incidental and unsolicited data <input checked="" type="checkbox"/> Other data that may lead to identify the data subject: Project Acronym; Project Title; Call name
10	Retention time (time limit for keeping the personal data)	<p>REA applies the principles and retention periods indicated in Common Retention List of the Commission by analogy.</p> <p>Retention time is in line with the retention policy of REA grants available on the Funding & tender opportunities portal Single Electronic Data Interchange Area (SEDIA).</p> <p>For beneficiaries receiving EU funding, personal data is retained for 10 years after the end of the year following closure of the action.</p>
11	Recipients of the data	<p><u>REA</u></p> <p>Staff members of the REA.D.001 Sector ‘Communication and Policy Feedback’, as well as REA POs and members of the RCN, on a need-to-know-basis:</p> <ul style="list-style-type: none"> - with a role to edit and maintain Lily database (REA.D1.001); - with a read-only and consultation role, for RCN members in operational units. <p><u>ERCEA (acting as processor)</u></p> <p>On a need-to-know, IT staff members with a role to maintain Lily database in ERCEA. D1.</p> <p>In addition, data may be disclosed to public authorities, which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law and shall not be regarded as recipient (such as the European Court of Justice, OLAF, EPPO, etc.). The processing of those data by those public authorities shall comply with the applicable data protection rules according to the purpose of the processing.</p>
12	Are there any transfers of personal data to third countries or international	<p>Data is transferred to countries outside the EU or EEA</p> <p><input type="checkbox"/>yes <input checked="" type="checkbox"/>no</p>

	<p>organisations? If so, to which ones and with which safeguards?</p>	<p>Data is transferred to international organisation(s)</p> <p><input type="checkbox"/>yes <input checked="" type="checkbox"/>no</p>
	<p>General description of the technical and organisational security measures</p>	<p>Lily database is an integral part of the ERCEA Back-office suite: a common technical platform used by ERCEA for internally developed software. 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. 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). Only members of the Software Development Team (in ERCEA Unit D1 IT Solutions and Services) are granted access to the three separate technical environments – development, test, and production. For each of the environments there is a related Oracle database. The source code written in Java and Angular is common for all 3 environments and it is stored in DG DIGIT's source code repository (CITnet).</p> <p>Only designated ERCEA and REA staff on a need-to-know basis has the possibility to access the data for the legitimate performance of tasks within the competence of recipient. Three level of accesses are granted:</p> <ul style="list-style-type: none"> - Read-only access for users with a communication role i.e. communication correspondents - Users from the Communication and Feedback to policy sector, as well as REA POs and members of the RCN have read and write access.
<p>14</p>	<p><u>Data subject rights/restrictions</u></p>	<p>A data subject can submit a request concerning access, rectification, erasure, restriction or objection to processing of their personal data to the Controller (Article 14(3) of Regulation (EU) 2018/1725) by sending their request to the to the email of the controller indicated in the record.</p> <p>The right to information, access, rectification, erasure, restriction or objection to processing, may be restricted only under certain specific conditions as set out in the applicable REA Restriction Decision, in accordance with Article 25 of the Regulation. Restrictions may also apply due to communication of a personal data breach or due to the confidentiality of electronic communications.</p> <p>Further to the above, data subjects may contact the REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu</p>

		In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu
15	Information to data subjects/Data protection notice (DPN)	A Data Protection Notice (DPN) relevant to this data processing is available in the <u>REA public register of records</u> and it is transmitted by the data controller to the data subjects, where applicable.