



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: 55
Created on (date): July 2021
Last update (date): NA

NAME OF THE PROCESSING ACTIVITY

Database Lily for management of projects success stories

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, 21.11.2018, p. 39–98

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 Feedback to policy' of REA Unit D1 'Planning, Knowledge and Compliance'.

The controller/delegated controller may be contacted via functional mailbox:

REA-EXTERNAL-COMMUNICATION@ec.europa.eu

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

REA Data Protection Officer

Contact: 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)

The database Lily has been designed and deployed by the European Research Council Executive Agency (ERCEA), which is the processor in the person of its Director, Mr Waldemar KÜTT.

1.5. Purpose of the processing

This purpose is in line with the Commission Decisions delegating powers to the REA with a view to perform tasks linked to the implementation of the specific programme under FP7, Horizon 2020 and Horizon Europe and with the REA External Communication Strategy.

Lily IT tool is designed to support the communication activities on achievements of funded research projects and their results. This tool has been developed by the ERCEA, to manage information on ERC projects. In view of supporting the same type of activities in REA, the 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 staff members of the REA Communication Correspondents Network (RCN).

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.

1.6. Legal basis for the processing

Article 5(1) of the Regulation:

(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,

(d) based on the explicit consent of the data subject for the non-mandatory personal data indicated below.

- 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.

1.7. Categories of data subjects

- REA staff entrusted with communication activities, i.e. staff from Sector REA.D.1.001 'Communication and Policy Feedback' and members of the REA RCN;
- Project coordinators (PCOCO) and for MSCA Individual Fellowships (H2020) or Postdoctoral Fellowships (Horizon Europe) from projects identified as success stories by REA staff.

1.8. Categories of personal data

REA staff with a communication role:

- Name, Surname and user login;
- Personal number;
- Contract start date;
- Contract end date;
- Users' units;
- Office address;
- Office phone number;
- Office e-mail address.

Primary Contact Point (PCOCO), MSCA Individual Fellows,

- Project Acronym
- Project Title
- Call identifier
- Project coordinator/MSCA fellow : First Name
- Project coordinator/MSCA fellow: Last Name

- Project coordinator/MSCA fellow: Gender
- Project coordinator/MSCA fellow: Email
- Project coordinator: Phone number
- Coordinating institution: Name
- Coordinating institution: Country
- Links and references to audio-visual material (photos, sound and image recordings) featuring beneficiaries.
- The referenced recordings may include information on beneficiaries' private sphere given by the researchers.

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

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).

1.10. Recipients of the data

Within REA

Staff members of the REA.D.001 Sector 'Communication and Feedback to Policy', as well as staff members of the REA Communication Correspondents Network (RCN), on a need to know and need to do basis:

- with a role to edit and maintain Lily (Unit D1.001);
- with a read-only and consultation role, for RCN members in operational units.

Within ERCEA (acting as processor)

Staff members with a role to maintain Lily in Unit ERCEA D1.

1.11. Transfers of personal data to third countries or international organisations

If a transfer of your personal data to third countries or international organisations occurs, it will be done in compliance with Chapter V of the Regulation.

1.12. High-level description of security measures

Lily 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.

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.

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 (e.g. Oracle database, Java code, etc.).

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:

- Read-only access for users with a communication role i.e. communication correspondents
- A restricted set of users from the Communication and Feedback to policy sector has read and write access.
- A limited 'configuration' role is granted to a couple of team members of the Communication and Feedback to policy sector who can adapt the organisation of the information in the application in a limited way.

1.13. Data Protection Notice

A Data Protection Notice (DPN) is published on REA's website.