



Data Protection Notice

Implementation of the administrative budget of the REA

In accordance with 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 data (Regulation), the Research Executive Agency (Agency or REA) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

The purpose of the processing operation is to enable the Agency to implement its administrative budget. Since the operational budget is implemented in a streamlined manner through corporate processes and tools, those aspects are not in the scope of this notification.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the Research Executive Agency (REA). For organisational reasons, the role of data controller is exercised by the Head of Department C (Administration, Finance and Support Services). The controller may be contacted via the following e-mail address: REA-CONTRACT-MANAGEMENT@ec.europa.eu.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

The processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(1)(a) Regulation).

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

4. WHICH PERSONAL DATA ARE COLLECTED?

The categories of data, which may be collected and processed in the frame of the above-mentioned processing operation, are the following:

- Identification and administrative data such as first name, last name, gender, nationality, place and date of birth, personnel number (only for Staff), title, function, national insurance number, passport number, ID number, etc.;
- Contact details such as e-mail address, telephone number, postal address, company and department, country of residence, etc.;
- Financial data such as bank account reference (IBAN and BIC codes), VAT number, Legal Entity File (LEF), Bank Account File (BAF), etc.;
- Other data such as expertise, professional experience, technical skills, linguistic skills/current/past employment, etc.;
- In case of candidates for recruitment, grant holders and individual experts engaged on the administrative budget: locations and kilometres travelled (not in all cases) and proof of booking and payments of accommodation and public transport.

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?

Within the Agency, the following recipients will have access to the data:

- The Director of the Agency in his/her capacity of Authorising Officer (AO);
- The Heads of Department A and B in their capacity of Authorising Officer by Delegation (AOD) only for the REA Staff's Missions;
- The Head of Department C, the Head of Unit C1 "Administration", the Head of Sector C1.004 "Administrative Finance and Logistics" and other members of Unit C1 "Administration" in their capacity of Authorising Officers by Delegation (AOD);
- Heads of Units/Deputy Heads of Units in their capacity of Authorising Officers by Delegation (AOD), only for the REA Staff's Missions;
- Staff concerned by the respective financial transactions;
- Authorised members of the REA staff;
- Members of the C1.004 "Administrative Finance and Logistics" Sector;
- Authorised Staff of the C2 "Finance" Unit.

WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?

Other potential recipients are:

- DG Budget (BUDG) - ABAC;
- Secretariat-General (SG) - HERMES/Ares;
- DG for Informatics of the European Commission (DIGIT) - Outlook, shared drives
- European Research Council Executive Agency (ERCEA) - Speedwell IT tool dealing with payments);
- DG Research and Innovation (RTD) – REA FORMS;
- DG Human Resources and Security (HR);
- Office for Administration and Payment of Individual Entitlements (PMO);
- Office for Infrastructures and Logistics in Brussels (OIB);
- In case of legal proceedings, documentation containing personal data may be shared with the judicial authorities of the Member State and external lawyers providing legal assistance to the REA or representing the Agency in the courts, based on an official request of Member States' authorities or on legal agreements / contracts in place.

This transmission is restricted to the information necessary for the legitimate performance of tasks within the competence of the recipient. The recipients of the data are reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Data in electronic format are stored in ABAC, Speedwell, HERMES/ARES, MIPS, SYSPER2 and OIB.mobility.net which are respectively managed by the following Commission services/Executive Agency: DG Budget (BUDG), European Research Council Executive Agency (ERCEA), Secretariat-General of the European Commission (SG), Office for Administration and Payment of Individual Entitlements (PMO), DG Human Resources & Security (DG HR), Office for Infrastructures and Logistics in Brussels (OIB).

For ABAC, Speedwell, MIPS, Mobility.net and in SYSPER2, the personal data will be maintained processed as long as necessary and in compliance with the corresponding retention period. In REA FORMS, personal data are deleted as soon as payments are processed.

For HERMES/ARES, the retention period is ten years after the procedure is finalised. The same applies for the data stored on the shared drive.

E-mails collected by REA in the context of processing financial transactions are registered in Ares with a retention period of 10 years. In Outlook, e-mails are kept during six months before deletion.

Paper files collected by REA for processing financial transactions are scanned, registered in the systems and not kept (except the contracts for which the blue-ink signature has a legal value). The retention period of the paper file is also ten years.

7. WHAT ARE YOUR RIGHTS?

Data subjects may have access to their personal data and may exercise their right of access/rectification/erasure/restriction/data portability/objection (where applicable) by contacting the respective REA service.

8. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-CONTRACT-MANAGEMENT@ec.europa.eu

Further to the above, the following instances can be addressed to the:

REA Data Protection Officer (DPO) (REA-DATA-PROTECTION-OFFICER@ec.europa.eu)

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu.