

**RECORD OF PERSONAL DATA PROCESSING**

Experts' registration, selection and management

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°

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In accordance with Article 31 of the 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 the following processes:

- 1) Mandatory records under Art 31 of the 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.*
- Adaption of Agency's own record.*

PART 1 (This part is public on Europa)		
1	Creation and last update of this record (if applicable)	DPR-EC-00915.13 (Last update: 17/06/2025)
	Title and one-sentence description of the processing	Experts' registration, selection and management Concerns independent expert's management, including selection, contracting and reimbursements of expenses and payment, where appropriate, of experts appointed by the REA to advise

on or assist with the implementation of EU funding actions.

Part 1 - Article 31 Record

2a **Legal basis**

Lawfulness of processing in accordance with Article 5 (1) (a), (b), (c), (d) 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.

Processing of personal data is necessary for the management and functioning of the Union Institutions or bodies (Recital (22) of the Regulation).

Lawfulness for the processing of personal data under Article 5(2).

The basis for the processing referred to in point (a) of paragraph 1 has been laid down in the following Union law:

The legal basis under Article 5(1) (a): 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, 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 Agricultural Products comprising, in particular, implementation of appropriations entered in the general budget of the Union.

		<p>The Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union ('Financial Regulation') (in particular Art 146-149, 168, and 237);</p> <p>The attached funding programmes regulations/decisions;</p> <p>Recital 86; Art 19(3) and (5); Art 29(1); Art 48(4), (8), and (12); Art 49; and Art 52(2) of Regulation (EU) 2021/695 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe – the Framework Programme for Research and Innovation and laying down its rules for participation and dissemination (OJ L 170 of 12.5.2021, p. 1)</p> <p>(b) processing is necessary for compliance with a legal obligation to which the controller is subject”</p> <p>Lawfulness for the processing of personal data under Article 5(2).</p> <p>The basis for the processing referred to in point (b) of paragraph 1 has been laid down in the following Union law:</p> <p>Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18.9.2013, p. 1); Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1); Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15.11.1996, p. 2); Financial Regulation, in particular Titles V (Common Rules); VIII (Grants); and IX (Prizes).</p> <p>(c) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”</p> <p>Processing is necessary for the performance of the experts' contracts to which the data subjects (experts) are parties.</p>
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		<p>(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.”</p> <p>The data subjects have given consent to the processing of their personal data by registering to work as experts for the EU entities on the EU Funding & Tenders Portal.</p>
3	Function and contact details of the controller	<p>The controller is REA, represented by its Director. For organisational reasons, the role of the data controller for experts has been entrusted by the Director to the delegated controller and is exercised by REA Head of Department C</p> <p>The data controller may be contacted via functional mailbox:</p> <p>REA-EXPERTS-MANAGEMENT-DATA-CONTROLLER@ec.europa.eu</p>
4	Contact details of the Data Protection Officer (DPO)	<p>REA-DATA-PROTECTION-OFFICER@ec.europa.eu</p>
5	Name and contact details of joint controller (where applicable) Joint Controllership Agreement – JCA	<p>Joint controllership is involved <input type="checkbox"/>yes X <input checked="" type="checkbox"/>no list-of-joint-controllers_en.pdf</p> <p>The joint processing operations consist of the following processing activities:</p> <ul style="list-style-type: none"> - Definition of purposes and design of the related means (business processes and IT systems) for processing operations related to the management of contracts via the SEDIA corporate initiative; - Establishment and maintenance of the corporate EU database of experts and delegated actors to assist the (Operational) Controllers with monitoring and review of actions; - Validation of independent experts’ legal entity and bank account files; - Contracting and payment of independent experts involved in the proposal evaluation process, including the Ethics Review process: <ul style="list-style-type: none"> a) Management of the expert contracts; b) Management of the reimbursement of expenses (reimbursement or contributions to travel and subsistence expenses etc.); c) Payment of fees, where applicable; - Communication activities, including surveys, related to expert selection and management; - Publication at least once a year of the names of independent experts

		<p>evaluating grant applications and appointed in a personal capacity;</p> <ul style="list-style-type: none"> - Entire life cycle of linked personal data processing operations, including (but not limited to) accreditation, application, selection, evaluation, entry into relevant type of legal commitment and all linked financial transactions related to the management of independent experts (including the briefing of experts). <p>Essence of the Joint Controllership Arrangement</p>
6	Name and contact details of processor (where applicable)	<p>Processors are involved in the processing</p> <p>X <input type="checkbox"/>yes <input type="checkbox"/>no</p> <p>Specific types of experts, such as Chairs and Vice-Chairs, processing personal data of experts on behalf of contracting authorities to assign proposals to expert evaluators.</p>
7	Purpose of the processing	<p>The personal data of experts may be processed for:</p> <ul style="list-style-type: none"> - Selection of independent experts: as announced in Information on AI models and systems, an AI-based tool may be used for the search for matches in the Funding & Tenders Portal Expert Data Base. - Validation of independent experts' legal entity and bank account files. - Contracting and payment of independent experts. - Communication with the experts related to selection and management. - Accreditation and logistics for welcoming the experts and giving them access to the meeting premises.
8	Description of the categories of data subjects	<p>Independent experts:</p> <ul style="list-style-type: none"> - Evaluators, who are contracted for the evaluation procedure for grants, prizes, tenders, or financial instruments. Evaluators can be assigned specific roles, as Rapporteurs, (Vice) Chairs, Quality checkers, Cross-readers, Observers, Ethics evaluators. - Monitors, who are contracted for monitoring during project implementation (e.g. for assessment of interim, periodic and final reports). Monitors can also be assigned the role of Ethics monitors. - Other types of experts engaged to provide advisory inputs as to the operation of the programmes delegated to REA.
9	Description of personal data categories	Categories of personal data:

	<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>X <input type="checkbox"/> Identification data (first and last name, gender, date and country of birth, nationality, identity document)</p> <p>X <input type="checkbox"/> Contact data (e-mail, phone number, place of residence)</p> <p>X <input type="checkbox"/> Education related data (highest qualification attained, languages)</p> <p>X <input type="checkbox"/> Employment related data (current and former employment)</p> <p>X <input type="checkbox"/> Financial data (bank account)</p> <p>X <input type="checkbox"/> Authentication and access data (EU login)</p> <p>X Special category of data (health data communicated on a voluntary basis to have access to additional financial reimbursement, for administrative or logistic support): Information on temporary/permanent disability submitted by the data subjects to claim for special costs or for triggering a change of contractual conditions (contract suspension/amendment)</p> <p>X Other incidental and unsolicited data (for example information that is included in the documents provided without having been requested nor necessary for the processing)</p> <p>The data categories listed above are exhaustive, but the listed data fields are non-exhaustive.</p>
10	<p>Retention time (time limit for keeping the personal data)</p>	<p>REA applies the principles and retention periods indicated in the Common Retention List of the Commission by analogy:</p> <p>1. Data category: All personal data of contracted experts (files regarding the management of expert contracts and expert pools/scopes, covering the selection and management, including reimbursements of expenses and payments, where appropriate), with the exception of personal data related to the Legal Entity and Bank Account files.</p> <p>Retention period: 10 years after the end of the Multiannual financial framework (MFF) during which the legal commitment was signed.</p> <p>2. Data category: Personal data of</p>

		<p>unsuccessful (not contracted) experts</p> <p>Retention period: 5 years after the end of the MFF during which the experts' list was established.</p> <p>3. Data category: Personal data of experts' delegated actors</p> <p>Retention period: Identical with the retention period applicable to the personal data of the respective delegating expert</p> <p>4. Data category: Personal data related to the Legal Entity and Bank Account files of internal experts</p> <p>Retention period: 100 years after the date of recruitment</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged?</p> <p>X yes <input type="checkbox"/> no</p> <p>Safeguards in place to ensure data minimization Pseudonymisation</p> <p>'Any other' Anonymous or encrypted data can be retained for a longer period for statistical, scientific or historical purposes. Statistics on experts' nationality, gender, field of expertise (for example) may be generated during the implementation of the programmes and also after their end, in a form that safeguards the data subjects' anonymity. In addition, statistics on experts with contracts (first and last name, candidature number, accounting system references, number of days worked, fees paid) may be generated during the implementation of the programmes, to comply with the rules on rotation of the experts. These statistics will be retained for the duration of the EU Framework Programmes.</p>
11	Recipients of the data	<p>Who will have access to the data within the Agency and for which purposes?</p> <p>Any Agency staff on a need-to-know basis working with the Portal processing operations covered by the privacy statement or entitled by law.</p> <p>Who will have access to the data outside the Agency and for which purpose?</p>

	<p>Based on the need-to-know principle, any other EU institution, body or agency staff working with the Portal processing operations covered by the privacy statement or entitled by law in the public interest or for legitimate performance of tasks within their competence; Also any legal/natural persons with whom the EU entities are under regulatory duty or who need personal data in the public interest or for legitimate performance of tasks within their competence (access to full EU database of experts).</p> <p>Administration and Finance Units: Staff of joint controllers may request and obtain access to information provided by experts needed for transfer payments.</p> <p>Any research institution (including research funding bodies with a public service mission) participating in the European Research Area (e.g. public research bodies from Member States or Horizon Europe associated countries; entities set up involving the EU in joint research programmes with Member States). Research institutions (including research funding bodies with a public service mission) have full EU database of experts.</p> <p>The coordinator/beneficiaries of EU Funded project that have access to name and contact details of (ethics) monitors.</p> <p>Further any individual has access to the following categories of personal data that are made public when complying with Art 38 of the Financial Regulation to yearly publish certain information about the EU expert contracts above EUR 15 000 (name, address/region and amount) on the Financial Transparency System (in line with the record on the Financial Transparency System). Further the names and the area of expertise of the experts who evaluated proposals is published annually on the Portal. Also, the names of experts who are jury members for prizes are made public on the prize website</p> <p>In addition, data may be disclosed to public authorities, respecting the applicable data protection rules according to the purpose of the processing:</p> <ul style="list-style-type: none"> • The European Court of Justice (ECJ) or a national judge <p>The European Anti-Fraud Office (OLAF)</p>
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12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>Data is transferred to countries outside the EU or EEA <input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Experts that carry out the assigned tasks in the contract (evaluating/monitoring a project/prize application/tender) from a non-EU/EEA country together with EU/EEA experts. Certain research institutions (including research funding bodies with a public service mission) from non-EU/EEA countries (e.g. public research bodies from Horizon Europe associated countries: Updates on the association of third countries to Horizon Europe - European Commission). In case of (ethics) monitors, when the coordinator/beneficiary is from non-EU/EEA countries and receives EU Funded projects.</p> <p>Legal transfer: Adequacy decision or appropriate safeguards, if not, a derogation (Art 50 of the Regulation) may apply: The transfer is necessary for the performance of a contract between the expert and the contracting authority (expert contract).</p> <p>The transfer is necessary for the performance of a task carried out in the public interest (award and management of grants/prizes/procurements/contribution agreements).</p> <p>The transfer is necessary for the compliance with legal obligations to which the controller is subject.</p> <p>Data is transferred to international organisation(s) <input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> X</p> <p>Transfers do not occur and are not planned to occur to international organisations.</p>

<p>13</p>	<p><u>General description of the technical and organisational security measures</u></p>	<p>Covered by the numerous defensive measures implemented by DIGIT to protect the integrity and confidentiality of the electronic assets of the Commission.</p> <p>Appropriate technical and organisational security measures are in place to address all data processing risks (preventing unauthorised access, reading, copying, alteration or deletion of personal data etc.).</p> <p>Organisational measures include restricting access to personal data solely to authorised persons with a legitimate need-to-know for the purposes of this processing operation.</p> <p>Authentication is based on the EU Login mechanism. The access rights for the accounting system are defined via the accounting system security modules.</p> <p>The Expert area in the Portal provides a unified front-end for expert-related services. All data in electronic format (emails, documents, uploaded batches of data etc.) are stored on the servers of the Commission (with automatic backup and recovery mechanisms, as defined in the disaster recovery plan).</p>
<p>14</p>	<p><u>Data subject rights/restrictions</u></p>	<p>The processing should respect the following rights of data subjects as per the Regulation</p> <p>Article 17 - Right of access by the data subject</p> <p>Article 18 - Right to rectification</p> <p>Article 19 - Right to erasure (right to be forgotten)</p> <p>Article 20 - Right to restriction of processing</p> <p>Article 21 - Notification obligation regarding rectification or erasure of personal data or restriction of processing</p> <p>Article 22 - Right to data portability</p> <p>Article 23 - Right to object</p> <p>Article 24 – Rights related to automated individual decision making, including profiling</p> <p>Article 14(3) - A data subject can submit a request concerning access, rectification, erasure, restriction or objection to processing of their personal data to the</p>

		<p>controller by sending their request to the Functional Mailbox: REA-Experts-Management-Data-Controller@ec.europa.eu.</p> <p>These rights may be restricted only under certain specific conditions as set out in the applicable Restriction Decision in accordance with Article 25 of the Data Protection Regulation.</p> <p>Further to the above, data subjects may contact the REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu</p> <p>In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu</p>
15	Information to data subjects/Data protection notice (DPN)	<p>A Data Protection Notice (DPN) relevant to this data processing is available under legal notices on the EU Funding & Tenders Portal: <u>privacy-statement_en.pdf</u>. It is also published on the REA public central register of records and it is transmitted by the data controller to the data subjects, where applicable.</p>