



European Research Council
Executive Agency

Established by the European Commission

RECORD OF PERSONAL DATA PROCESSING

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 "Data protection regulation")

Record n°

DPO 11-2021

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.

This record covers two aspects:

1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)
2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
- Record of a new data processing operation prior to its implementation
- Change of a data processing operation.
- Migration to record

ERC Workforce Data		
1	Last update of this record if applicable	[20/July/2017] 20/07/2017 Ares(2017)3664785
2	Short description of the processing	Collection and analysis of data of people involved in the implementation of ERC projects (beyond the Principal investigators). Data are collected via a questionnaire-like form during the reporting in interim financial reports. The institutions submitting the financial reports are informed that filling the workforce questionnaire is not compulsory, that the provision of data is subject to the consent of staff members whose data are being provided and that all data will be processed by the ERCEA pursuant to Regulation (EU) No 2018/1725 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

Part 1 - Article 31 Record

3	Function and contact details of the controller	<p>Function: Head of Unit Unit: ERCEA A1, Support to Scientific Council</p> <p>ERC-A1-DP@ec.europa.eu</p>
4	Contact details of the Data Protection Officer (DPO)	ERCEA Data Protection Officer , ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	not applicable
6	Name and contact details of processor (where applicable)	ERCEA may engage in relationship with any natural or legal person, public authority, agency or any other body for the analysis of the data and processes personal data on its behalf. Specific clauses will be included to protect the personal data.
7	Purpose of the processing	<p>The purpose of this processing is to fulfil part of the mandate of the ERC identified in the legal framework.</p> <p>The ERC's Scientific Council is requested to report on results and achievements of its funding. In this regard, ERC also reports on the effects of ERC funding on the training of the next generation of researchers and research careers. In order to achieve this, the ERC needs to establish a constant monitoring and analysis of the number and profiles of people involved in the implementation of ERC funded projects, going beyond the grantees.</p> <p>The processing consists in the collection and analysis of data of team members involved in the implementation of ERC projects (beyond the Principal investigators).</p> <p>Data collected (via a questionnaire-like form) and analysed include: names, socio-demographic characteristics (gender, date of birth, nationality), academic profiles (highest diploma obtained, field of the highest studies and year of the diploma), educational and professional/academic backgrounds and PhD diplomas obtained during the project (if any).</p>
8	Description of the categories of data subjects	<p>Whose personal data are being processed?</p> <p><input type="checkbox"/> EA staff (Contractual and temporary staff in active position)</p> <p><input type="checkbox"/> Visitors to the EA</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input type="checkbox"/> External experts</p> <p><input type="checkbox"/> Contractors</p> <p><input checked="" type="checkbox"/> Other: team members involved in the implementation of ERC funded projects for example doctoral students, postdoc researchers</p>

<p>9</p>	<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"/> in the form of personal identification numbers</p> <p>ORCID number</p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p><input checked="" type="checkbox"/> concerning the data subject's private sphere</p> <p>Name, family name, gender, birth date, nationality, staff category</p> <p><input type="checkbox"/> concerning pay, allowances, and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input checked="" type="checkbox"/> concerning the data subject's career</p> <p>On Last degree earned before joining the project</p> <ul style="list-style-type: none"> - Year awarded - Institution - Country - Subject Area <p>On Last professional degree</p> <ul style="list-style-type: none"> - Position - Institution - Country <p>Time in the project: entering / leaving</p> <p>For staff members leaving the project</p> <ul style="list-style-type: none"> - Position - Institution - Country <p>For staff members finishing PhD in the project:</p> <p>Month / Year (last oral exam / defence)</p> <p>Subject Area</p> <p><input type="checkbox"/> concerning leave and absences</p> <p><input type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p>
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10	Retention time (time limit for keeping the personal data)	<input type="checkbox"/> concerning telephone numbers and communications <input checked="" type="checkbox"/> concerning names and addresses (including email addresses) e-mail address <input type="checkbox"/> Other <u>Education and Professional background</u> <i>Categories of personal data processing likely to present specific risks:</i> <input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures <input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct) <i>Categories of personal data whose processing is prohibited, with exceptions (art. 10 new Regulation):</i> <input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/> concerning health <input type="checkbox"/> concerning sex life or sexual orientation <i>Specify any additional data or explanatory information on the data being processed, if any:</i> The data are kept until the administrative completion of the last ERC projects funded in each Framework Programme. For FP7 this means until 2021 for H2020 this means 2028 Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no The retention period of the data for historical, statistical or scientific purposes will follow the general retention period of ERC data .
11	Recipients of the data	- ERCEA selected staff members that work with the topic receive the information from the PIs. - ERCEA processors (natural or legal person, public authority, agency or any other body who are involved in the analysis of the data and processes personal data on behalf of the ERCEA). - Members of the Scientific Council receive the result of the analysis but in aggregated, anonymised form with no risk of re-identification of data subject
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No transfer foreseen
13	<u>General</u> description of the technical and organisational security measures	During the collection, data are transmitted to ERCEA through secured channels (authentication needed to log in the system). Data are stored in a database running on the ERCEA servers. Access is secured by passwords. Only authorised people have access to raw data. (on the need-to-know basis)

14	Information to data subjects/Specific Privacy Statement (SPS)	Data subjects (people involved in the implementation of ERC-funded projects) must be informed through their Principal Investigator (PI) about the information collected and how is it analysed. All questionnaires include an introductory note in which it is specified that "the provision of data is subject to the consent of staff members whose data are being provided".
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