



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 60/2024

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.*

Booking for observing Scientific evaluation panel meetings

1	Last update of this record if applicable	N/A
2	Short description of the processing	<p>The Agency uses a booking tool to coordinate and monitor the requests from the ERCEA staff to observe scientific panel evaluation meetings for the ERC Calls. This observation experience aims at giving the opportunity to ERCEA colleagues to better understand the work of the Scientific Management department as well as the scientific evaluation process.</p> <p>The processing of personal data is necessary for allowing interested ERCEA staff to request the participation as observer to the scientific evaluation panel meetings. The processing will be implemented via an online tool, developed and managed directly by the Agency, which enables the ERCEA Department B to collect ERCEA 's staff requests to attend these panels as observers . The</p>

staff can only register among available sessions, that are not already booked by other colleagues. Only the administrators of the system can have an overview of all the registrations, for coordination and monitoring purposes.

At all times, the presence of Observers in Scientific evaluation panel meetings should be accepted only within the limits set out in the ERCEA B2 guidelines (described in the cover page of the PowerApp and in the Observers' guide: see mandatory tick box field "*Yes, I have read the above document*", which allow to proceed with the booking process).

Observers need to follow the **mandatory guidelines**:

- be fully silent (muted micro),
- switch off their cameras,
- refrain from introducing themselves under any circumstances,
- commit to not use the chat/discussion function, as observers are not entitled to participate in the discussion or decision of proposals,
- commit to not forward the received invitation to anyone, nor share the hyperlink to the remote meeting with anyone.

The Observer candidates must read carefully and accept the terms of the Declaration of confidentiality, before submitting their request.

The **conditions** related to the observers' invitations are the following:

- The request must be sent **at least 15 days in advance** (otherwise, the online booking does not allow to select sessions);
- One person maximum per evaluation panel;
- A **maximum of half a day** of participation per evaluation panel;

Selection based on a "first come-first serve" basis & on discussion topic preferences. If the Observer cannot be present to their booked session, they should cancel it as soon as possible to leave the session available to colleagues.

In case of IT issues or unavailability of the IT tool, the data subjects could still request the possibility to observe the meeting through the FMB ERCEA EVAL OBSERVERS PARTICIPATION <ERC-EVAL-OBSERVERS-PARTICIPATION@ec.europa.eu>, or the respective panel FMB. However, this must be considered as exceptional cases, as it would imply for the Administrators to manually insert the personal data for updating the PEMOBooking data in order to block in the calendar the sessions booked outside of the PowerApp booking, and prevent new booking requests for the same date/session.

Part 1 - Article 31 Record

3	Function and contact details of the controller	ERCEA Head of Department B ERC-EVAL-OBSERVERS-PARTICIPATION@ec.europa.eu
4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	Directorate-General for Informatics (DG DIGIT) DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu
7	Purpose of the processing	The overall purpose of this processing operation is to enable, coordinate and monitor the requests of ERCEA staff to observe Scientific evaluation panel meetings, in a swift and efficient way, to avoid risk of errors and excessive exchanges of emails containing personal data between the correspondents (Panel Coordinator, Scientific Officers, Panel Assistants, Head of Unit assistants, Observers Coordinator, etc) and a possible impact on the same data subjects. This application allows also to analyse the types of requests. The Data Controller may envisage anonymous statistical analyses with the purpose of improving the quality of the process.
8	Description of the categories of data subjects	Whose personal data are being processed? <input checked="" type="checkbox"/> ERCEA staff [Contract and temporary staff who request to attend the meeting]. <input type="checkbox"/> Visitors to the EA <input type="checkbox"/> Contractors providing goods or services including <input type="checkbox"/> Applicants <input type="checkbox"/> Relatives of the data subject <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Witnesses <input type="checkbox"/> Beneficiaries <input type="checkbox"/> External experts <input checked="" type="checkbox"/> Other [Blue Book Trainees, interimaies].

<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 type="checkbox"/> in the form of personal identification numbers</p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p><input type="checkbox"/> concerning the data subject's private sphere</p> <p><input type="checkbox"/> concerning pay, allowances and bank accounts</p> <p>concerning recruitment and contracts</p> <p><input type="checkbox"/> Organisation (Sector, Unit, Department) (eg: ERCEA.D.1.003)</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input type="checkbox"/> concerning the data subject's career</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> <p><input type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including corporate email addresses and telephone numbers)</p> <p>[First name and surname, booked session].</p> <p><input checked="" type="checkbox"/> Other:</p> <p>Data relating to presence: date and work type (morning, afternoon):</p> <p>The booking tool registers the meeting day : eg: 06 March 2024 PM: it indicates the session during which the Observer will be present in the meeting (remote or on-site presence).</p> <p><i>Categories of personal data processing likely to present <u>specific risks</u>:</i></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p><i>Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10 new Regulation):</i></p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p>
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10	Retention time (time limit for keeping the personal data)	<input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> concerning health <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/> concerning sex life or sexual orientation <p><i>Specify any additional data or explanatory information on the data being processed, if any:</i></p> <p>Your personal data will be kept for a maximum period of 1 year from the date of the presence as declared in the tool. Data will be deleted at the end of this period.</p> <p>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</p> <p>The Controller or the ERCEA in general may envisage anonymous statistical analyses with the purpose of improving the usability and quality of the tool.</p>
11	Recipients of the data	<p>The persons with access to your personal data are:</p> <ul style="list-style-type: none"> ERCEA B.2-3-4-5 authorised personnel dealing with the requests of ERCEA staff to attend as observers in Scientific panel evaluation meetings (access rights are monitored through the GRP-ERCEA Evaluation Observers Booking system (PEMUsrRoles list and AIO list). Authorised staff members in the ERCEA's IT Unit (D.1), and DG DIGIT in charge of developing, hosting and maintaining the IT system, only for the purpose of running the system. Personal data will not be transferred to third countries or international organisations. Note that all personal data in electronic format are stored either on the servers of the European Commission's data centre or in Microsoft datacentres in the EU (linked to the EC M365 environment). To protect personal data, the Commission has put in place several strong contractual safeguards, complemented by technical and organisational measures. Read more here.
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A

13	General description of the technical and organisational security measures	Physical security <ul style="list-style-type: none">• Access to the DIGIT datacentre is restricted to DIGIT authorized staff; it is controlled by badge and pin code. IT security <ul style="list-style-type: none">• Microsoft Power Apps: the user needs to use EU Login authentication.
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