



**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 24/2020

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 from notification to record

**(This part may be public)**  
**Name of the processing operation**

<b>1</b>	<b>Last update of this record if applicable</b>	DPO 49-2012
<b>2</b>	<b>Short description of the processing</b>	<p>The ERC website is an important information and communication tool for reaching the scientific community, the research stakeholders and decision makers as well as the general public and media in Europe and beyond</p> <p>The ERC maintains this website to enhance public access to information about its initiatives, timely and accurately, including the possibility for the public to contact the ERC via specific forms.</p> <p>The ERC publish data on project Investigators, researchers, public figures, including interviews to experts. A newsletter</p>

is published periodically and sent to the persons who have expressly requested to receive it.

**(This part may be public)**  
**Part 1 - Article 31 Record**

<b>3</b>	<b>Function and contact details of the controller</b>	Head of Unit A2 erc-info@ec.europa.eu
<b>4</b>	<b>Contact details of the Data Protection Officer (DPO)</b>	ERC-DATA-PROTECTION@ec.europa.eu
<b>5</b>	<b>Name and contact details of joint controller (where applicable)</b>	N/A
<b>6</b>	<b>Name and contact details of processor (where applicable)</b>	<p>Website contractor, currently Novacomm, is in charge of the development and maintenance of the website.</p> <p>Novacomm Rue Royale 192, 1000 Bruxelles, Belgium</p> <p>Website contractor, currently Ausy IT Consulting, is in charge of the hosting and maintenance of the website.</p> <p>Ausy IT Consulting 8, Esperantolaan, 3001 Heverlee, Belgium</p> <p>Novacomm and Ausy have access to the email addresses of the people that contact ERC through the contact forms. They also have access to the email address of the people that subscribe to the ERC updates.</p> <p>YMLP Leperstraat 83, 8970 Poperinge, Belgium Company has access to the email addresses of the people that subscribe to the ERC updates.</p>
<b>7</b>	<b>Purpose of the processing</b>	<p>The ERC website is an important information and communication tool for reaching the scientific community, the research stakeholders and decision makers as well as the general public and media in Europe and beyond. It is accessible at <a href="http://erc.europa.eu">http://erc.europa.eu</a>.</p> <p>The ERC maintains this website to enhance public access to information about its initiatives, timely and accurately.</p> <p>The ERC Webmasters in the ERCEA Communication Unit are the managers of the functional mailbox <a href="mailto:erc-webmaster@ec.europa.eu">erc-webmaster@ec.europa.eu</a> to which staff members and any member of the public can send contributions, requests, comments and suggestions. All emails and documents are collected and saved in a dedicated folder in the functional mailbox itself.</p>

## **E-SERVICES available on the website**

When browsing the ERC website, some personal information is required through cookies in order to provide the requested e-services.

The European Union's family of institutional websites, within the europa.eu domain, provides links to third party sites.

An e-service on EUROPA is a service or resource made available on the Internet in order to improve the communication between citizens and businesses on the one hand and the European Institutions on the other hand.

The ERC website offers both: Information services that provide citizens, media, business, administrations and other decision makers with easy and effective access to information, thus increasing transparency and understanding of the policies and activities of the EU;

Interactive communication services that allow better contacts with citizens, business, civil society and public actors thus facilitating policy consultations, and feedback mechanisms, in order to contribute to the shaping of policies, the activities and the services of the EU.

## **Contact forms**

ERC website offers the possibility to contact the ERC by using the different forms available on a web page. Personal data is processed only to the extent necessary to reply and on the basis of the information provided by the data subjects.

Requests for information can be sent to the ERC via a contact form. Visitors are invited to fill in their personal data (title, first name, last name and email address), the subject of their request and their question and then to select the category to which they would like to allocate their question. Clicking the "Submit" button sends an email with the request to the specific ERCEA functional mailbox corresponding to the category chosen. Personal data is collected only to the extent necessary to reply to the request. If the management team of the respective mailbox is unable to answer the question, it will forward the e-mail to the appropriate service and will inform the data subject of such transfer, usually via email.

## **News subscription**

With a view to raising global awareness of the ERC and informing the media, stakeholders and the public at large of the ERC's activities and achievements, the ERCEA collects and stores personal information on persons who subscribe to the ERC news on the ERC website.

The subscription is done by writing an email address in the form available in the web site.

The ERC subscription database is the basis for an e-service made available on the ERC website. The eservice is provided by external contractor, currently Your Mailing List

		<p>Provider (YMLP), a Belgian mailing list provider to which ERCEA subscribes. The subscribers' list is used in the framework of communication activities of the ERCEA in order to inform journalists, stakeholders and, more generally, any person interested on the ERC's activities and achievements on ERC news.</p>
8	<p><b>Description of the categories of data subjects</b></p>	<p>Whose personal data are being processed? In case data categories differ between different categories</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> EA staff (Contractual and temporary staff in active position)</li> <li><input checked="" type="checkbox"/> Visitors to the EA</li> <li><input checked="" type="checkbox"/> Contractors providing goods or services</li> <li><input checked="" type="checkbox"/> Applicants and Project Investigators</li> <li><input checked="" type="checkbox"/> Relatives of the data subject</li> <li><input checked="" type="checkbox"/> Complainants, correspondents and enquirers</li> <li><input type="checkbox"/> Witnesses</li> <li><input checked="" type="checkbox"/> Beneficiaries</li> <li><input checked="" type="checkbox"/> External experts</li> <li><input checked="" type="checkbox"/> Contractors</li> <li><input checked="" type="checkbox"/> Other,</li> </ul> <p><b>Contact form</b></p> <p>Our website offers the possibility to anybody to contact the ERC by using the forms available on a web page.</p> <p><b>News subscription</b></p> <p>Internet users are able to subscribe to our news by registering an email address in a subscription form present in every ERC web page.</p>
9	<p><b>Description of personal data categories</b></p> <p>Indicate <b>all</b> 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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> in the form of personal identification numbers, through the log of the IP addresses of the people connected to the website.</li> <li><input checked="" type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints; Pictures and videos of persons are used for dissemination purposes.</li> <li><input checked="" type="checkbox"/> concerning the data subject's private sphere: Articles, photos or footage published on the web pages may present information on the interviewees private environment.</li> </ul>

concerning pay, allowances and bank accounts

concerning recruitment and contracts

(job title and position)

concerning the data subject's family: Articles, photos or footage published on the web pages may present information on the interviewees' family.

concerning the data subject's career.

Biographies of people are published in the website. Articles on ERC website may present show Principal Investigators' and their team members' interests, career developments and achievements.

concerning leave and absences

concerning missions and journeys: : Photo and video footage taken at events may show data subjects' participations.

concerning social security and pensions

concerning expenses and medical benefits

concerning telephone numbers and communications.

Emails and contact numbers of National Contact of ERC staff are published in the website.

concerning names and addresses (including email addresses) Official addresses of the National Contact Points are published.

Other :please

Information on the following people may be published on the ERC website:

- ERCEA management, staff members and press advisors,
- ERC Scientific Council members
- ERC-funded Principal Investigators (PIs);
- Persons involved in the ERC grant selection process:
- Persons nominated by Member States and Associated Countries
- National Contact Points and their contact details
- Speakers and participants at ERC events
- Persons interviewed for ERC magazine articles as well as researchers funded by the ERC whose research is presented in ERC webpages are asked

<p>10</p>	<p><b>Retention time (time limit for keeping the personal data)</b></p>	<p>for their approval before the article, their image, photo and videos are published.</p> <p>Web site cookies</p> <p>To ensure the proper functioning of this site, some web services used by erc.europa.eu place small data files on computer of internet users computer, known as cookies.</p> <p>Social media cookies</p> <p>The videos and tweets present on the website are embedded from Vimeo, YouTube and Twitter. All these websites have their own cookies and privacy policies that are automatically applied when viewing a webpage which has videos or tweets integrated.</p> <p><i>Categories of personal data processing likely to present specific risks:</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 prohibited, 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> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p>Logs are kept 14 days. Backups are kept for 30 days. Europa Analytics, the software used to produce web analytics. It is configured to use the second level domain erc.europa.eu (used by the websites of European institutions) and to store first-party cookies that expire after 13 months. Google Analytics is configured to store first-party cookies that expire after 2 years Every time a user visits the site, this extends the expiration to two years from the latest date.</p> <p>The website is updated several times for week and old articles or webpages are kept in the website for dissemination purposes any further processing for archiving</p>
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11	<b>Recipients of the data</b>	<p>Web Team has access to the <a href="mailto:erc-webmaster@ec.europa.eu">erc-webmaster@ec.europa.eu</a> functional mailbox.</p> <p>Relevant ERCEA staff have access to the functional mailboxes used for receiving email in order to reply to the requesters.</p> <p>Access to the database of YMLP is limited to selected staff members of the Communications Unit ERCEA A2, the ERCEA LSA team, selected staff members of the website contractor and YMLP.</p>
12	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	<p>No transfer of personal data to third countries or international organisation are envisaged. Nevertheless, the ERC website is publicly accessible and the published information can be accessed also from third countries.</p>
13	<b><u>General</u> description of the technical and organisational security measures</b>	<p>Website uses and Open Source Web Content Management System (Drupal), regularly updated with the latest patches.</p> <p>The e-service for sending email is provided by YMLP, a web company.</p>
14	<b>Information to data subjects/Specific Privacy Statement (SPS)</b>	<p>Data Protection Notice (DPN) is published in the website.</p> <p>News subscription</p> <p>Subscribers are informed that the service is provided by YMLP in the footer of the email with which they receive ERC news.</p> <p>YMLP displays its privacy policy on its website: <a href="http://www.ymlp.com/privacy_policy.html">http://www.ymlp.com/privacy_policy.html</a></p> <p>Customers retain complete ownership and control of their subscription lists at all times.</p>