



**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 48-2021

*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*

### Mentoring Initiative

<b>Mentoring Initiative</b>		
<b>1</b>	<b>Last update of this record if applicable</b>	Date of last update: NA
<b>2</b>	<b>Short description of the processing</b>	Personal data is collected through EUSurvey in order to implement the recommendations issued by the Scientific Council in the ERC Mentoring Initiative <sup>1</sup> . Department B of ERCEA (and in particular Unit B2) has to process personal data in order to implement the referred Programmes which aim at mentoring potential ERC applicants from low performing countries.

<sup>1</sup> [https://erc.europa.eu/sites/default/files/document/file/Guidelines\\_ERC\\_Mentoring\\_Initiative.pdf](https://erc.europa.eu/sites/default/files/document/file/Guidelines_ERC_Mentoring_Initiative.pdf).

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

<b>3</b>	<b>Function and contact details of the controller</b>	Function: <b>Head of ERCEA Department B (Scientific Department)</b> E-mail: <a href="mailto:ERC-MENTORING-INITIATIVE@ec.europa.eu">ERC-MENTORING-INITIATIVE@ec.europa.eu</a>
<b>4</b>	<b>Contact details of the Data Protection Officer (DPO)</b>	<a href="mailto:ERC-DATA-PROTECTION@ec.europa.eu">ERC-DATA-PROTECTION@ec.europa.eu</a>
<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>	DG DIGIT Head of Unit of DIGIT.D.1, Directorate-General for Informatics (DIGIT) DIGIT-D1@ec.europa.eu
<b>7</b>	<b>Purpose of the processing</b>	<p>The purpose of this processing operation is to identify a list of ERC Principal Investigators (PIs) and former Panel Members (PMs) who are interested in mentoring potential ERC applicants in the pre-applications phase in a selected number of low performing countries.</p> <p>To this purpose, personal data are collected and processed in order to put in contact the ERC PIs and former PMs with the selected national/regional offices which support ERC potential applicants. A specific survey is used which is filled-in on a voluntarily basis by the data subject interested in the programme.</p>
<b>8</b>	<b>Description of the categories of data subjects</b>	<p>Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries)</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 checked="" type="checkbox"/> Principal Investigators</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input checked="" type="checkbox"/> External experts</p>

		<input type="checkbox"/> Contractors <input type="checkbox"/> Other, please specify _____
<b>9</b>	<b>Description of personal data categories</b>  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><i>Categories of personal data:</i></p> <input checked="" type="checkbox"/> in the form of personal identification numbers ERC Project number and Acronym of PIs <input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints <input type="checkbox"/> concerning the data subject's private sphere <input type="checkbox"/> concerning pay, allowances and bank accounts <input type="checkbox"/> concerning recruitment and contracts <input type="checkbox"/> concerning the data subject's family <input checked="" type="checkbox"/> concerning the data subject's career Area of expertise and keywords describing the area of expertise <input type="checkbox"/> concerning leave and absences <input type="checkbox"/> concerning missions and journeys <input type="checkbox"/> concerning social security and pensions <input type="checkbox"/> concerning expenses and medical benefits <input type="checkbox"/> concerning telephone numbers and communications <input checked="" type="checkbox"/> concerning names and addresses (including email addresses) Name, surname and professional e-mail address of PIs and former PMs <input type="checkbox"/> Other :please specify: <p><i>Categories of personal data processing likely to present specific risks:</i></p> <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) <p><i>Categories of personal data whose processing is prohibited, with exceptions (art. 10 new Regulation):</i></p> <input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/>



11	<b>Recipients of the data</b>	<p>Who will have access to the data within the Agency or outside?  Who will have access to the data outside the Agency?  Note: no need to mention entities that may have access in the course of a particular investigation/visit/ inspection (e.g. OLAF, EO, EDPS).</p> <p>The raw data and information gathered in the survey is accessible on a need to know basis to: Selected members of the ERCEA staff, for processing the information; selected members of DIGIT staff that administrate EUSurvey, the tool used for the questionnaire; the members of the Scientific Council, for historical, statistical or scientific purposes (e.g. evaluation and impact assessment of the programme). The results of the survey are delivered by the IT Unit (D1) to the ERCEA Head of Department B, who is the controller of this processing operation.</p> <p>In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to legislative or supervisory bodies of the ERCEA, as well as auditing bodies.</p> <p>The data will be transferred by email to: the EU and non-EU national/regional offices participating in the initiative which will get a listing of the interested PIs and former PMs; Potential ERC applicants will be informed by national or regional offices or organizations of the goals and opportunities of the initiative through the issuance of a Dear Colleague Letter or other forms that these organisations may deem appropriate to the scope.</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>A minimised set of data, limited to the information necessary for an unambiguous identification of the PIs (name and family name of the PI, email address, number and acronym of the project, area of expertise and keywords) and former PMs (name and family name of the PM, email address, area of expertise and keywords) is transmitted to third countries on the basis of the need to know principle and by complying with the specific conditions set up by the applicable data protection framework.</p>
13	<b>General description of the technical and organisational security measures</b>	<p>The agency procedure states that the IT unit creates the survey on behalf of the survey owners. The creator of the survey can export and send the results to the survey owners.</p>
14	<b>Information to data subjects/Specific Privacy Statement (SPS)</b>	<p>You can find the ERC's data protection notice regarding the ERC Mentoring Initiative here: <a href="https://erc.europa.eu/sites/default/files/document/file/dpn-interest-mentoring-initiative.pdf">https://erc.europa.eu/sites/default/files/document/file/dpn-interest-mentoring-initiative.pdf</a></p>