



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 50-2022

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

(This part may be public) ERC for Refugees Initiative

1	Last update of this record if applicable	Date of last update: N/A
2	Short description of the processing	Personal data is collected through EUSurvey in order to implement the recommendations issued by ERC in ERC for Refugees Initiative. Department B of ERCEA (and in particular Unit B2) is in charge of implementing the referred Initiative which aims to make job offers related to ERC projects reaching refugee researchers.

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

3	Function and contact details of the controller	Function: Head of ERCEA Department B (Scientific Department) E-mail: ERC-4REFUGEES@ec.europa.eu
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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)	DG DIGIT Head of Unit of DIGIT.D.1, Directorate-General for Informatics (DIGIT) DIGIT-D1@ec.europa.eu
7	Purpose of the processing	The purpose of this processing operation is to collect job opportunities from on-going ERC-actions, and increase their visibility by reaching out to refugee researchers. To this purpose, personal data from ERC Principal Investigators are collected and processed in order to determine their willingness/interest to share with ERC information on open posts in their teams. ERC could contact the PIs who have accepted to participate in the initiative, for monitoring and follow-up operations, in the context of the 'ERC for Refugees' Initiative. Surveys are used and are filled-in by the data subject interested in the initiative.
8	Description of the categories of data subjects	<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 type="checkbox"/> External experts</p> <p><input type="checkbox"/> Contractors</p> <p><input type="checkbox"/> Other, please specify _____</p>

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Description of personal data categories

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):

Categories of personal data:

- in the form of personal identification numbers
ERC Project number and Acronym
- concerning the physical characteristics of persons as well as the image, voice or fingerprints
- concerning the data subject's private sphere
- concerning pay, allowances and bank accounts
- concerning recruitment and contracts
- concerning the data subject's family
- concerning the data subject's career
Project title
- concerning leave and absences
- concerning missions and journeys
- concerning social security and pensions
- concerning expenses and medical benefits
- concerning telephone numbers and communications
- concerning names and addresses (including email addresses)
Name, surname and professional e-mail address
- Other : please specify:the project Host Institution, city, and country, .

Categories of personal data processing likely to present specific risks:

- data relating to suspected offences, offences, criminal convictions or security measures
- data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)

Categories of personal data whose processing is prohibited, with exceptions (art. 10 new Regulation):

- revealing racial or ethnic origin
- revealing political opinions
- revealing religious or philosophical beliefs
- revealing trade-union membership
- concerning health
- genetic data, biometric data for the purpose of uniquely identifying a natural person
- concerning sex life or sexual orientation

Specify any additional data or explanatory information on the data being processed, if any:

10	Retention time (time limit for keeping the personal data)	<p>Personal data is kept as long as follow-up actions to the consultation (including monitoring, evaluation and impact assessment) are necessary with regard to the purpose(s) of the survey as well as for the consultation and its related management. All personal data will be deleted from databases at the latest 5 years after the beginning of the survey has taken place or after its exportation into an aggregated and anonymous form. This ensures that ERCEA can verify the consent provided by the data subject until the procedure is concluded.</p> <p>In case you intend to further process the personal data for a compatible purpose with the 'initial' one, please also indicate this retention period if different</p> <p>Reports containing personal data will be archived according to the Common Commission Retention List (SEC(2019)900/2), to which the ERCEA has to adhere.</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>Before the expiration of the 5 years period, personal data collected for this specific action may be transferred to a restricted folder on the ERCEA shared drive for the sole purpose of historical, statistical or scientific use related to this specific action. Access to this folder is granted only upon approval by the ERCEA Head of Department B in charge and solely on a "need to know" and "need to do" basis. Data will be kept in this restricted folder for no longer than necessary for the fulfilment of historical, statistical or scientific purposes related to this specific action, after which it will be deleted.</p> <hr/> <p>If the answer is yes, please go to Part 2 Compliance check, Storage and Security for technical safeguards.</p>
11	Recipients of the data	<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 European Research Council, for historical, statistical or scientific purposes (e.g. evaluation and impact assessment of the programme); selected members of EU institutions, agencies and bodies. 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</p>

		<p>auditing bodies.</p> <p>The personal data of PIs who have provided unambiguous consent through the questionnaire will then be published on ERC website, as well as disseminated through social media and other means, so that they can be directly contacted by the refugee researchers.</p>
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>A minimised set of data, limited to the information necessary for an unambiguous identification of the PIs and the profile of the job (name and family name of the PI, email address, project acronym and title, and the project Host Institution, city, and country, the link to the website of the project or website of the group/lab/department, the type of job offered, the scientific job profile and the job description) is published on ERC website, as well as disseminated through social media and other means and by complying with the specific conditions set up by the applicable data protection framework.</p>
13	<p>General description of the technical and organisational security measures</p>	<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	<p>Information to data subjects/Specific Privacy Statement (SPS)</p>	<p>You can find the ERC's data protection notice regarding the ERC for Refugees Initiative here: https://erc.europa.eu/sites/default/files/document/file/60_ERC_for_Refugees.pdf</p>