



Brussels, 27/06/2017
ERCEA.C4/AUP/TS

SPECIFIC PRIVACY STATEMENT ERCEA Unit C4/Grant Management Department

This statement concerns the **ERCEA Grant Management Host Institutions event** of 23/10/2017 which will take place on the premises of the University of Warsaw. Address: Kazimierz Palace, Krakowskie Przedmieście 26/28, Warsaw, Poland. The organisation requires the handling of personal data, and is therefore subject to Regulation (EC) 45/2001¹. The European Research Council Executive Agency (ERCEA) organises this event, under the responsibility of Ms Anisoara Ulceluse-Pirvan, Head of Unit ERCEA.C4 Audit and Ex Post Controls – Grant Management Department, acting as the Controller, in order to provide Host Institutions with guidance and training on grant management.

1. What personal information do we collect, for which purpose and by what means?

Guests to this event are required to provide personal information in order to register for their attendance. The following data will be collected: title, family name, first name, name of the organisation, e-mail address, postal address, country where the organisation, and, only if participants give their informed consent: function, phone number.

Your personal data will be processed in order to manage the attendance of the participants to the event (e.g. contacting participants for practical arrangements or checking their identity at the venue), and to draw up the event participants list. Names may be mentioned in minutes, reports or article published after the event.

Please note that for purpose of access control to the event venue by security guards, a list of participants is sent by email to the Security Office of the Agency/European Commission.

Future contacts

Personal data submitted will be part of a list of contact details shared internally amongst the ERCEA services for the purpose of contacting data subjects in the future in the context of the ERCEA's activities. If you do not agree with this, please contact the Controller and specify explicitly your request (for contact details, please see section 6.).

¹ Regulation (EC) 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, OJ L 8, 12.1.2001, p. 1.

2. Who has access to your information and to whom is it disclosed?

ERCEA will not disclose your personal data to any third party.

Access to all personal data as well as any information collected in the context of this event is secured via UserID/password and only granted to a limited number of staff of the ERCEA.

A contact list of participants will be shared between attendees for networking purposes and distributed to organisations represented in the event. The meeting report/minutes will include the presence list.

In addition, personal data may be disclosed in compliance with the legislation and established case law, and on a temporary basis to: (a) the General Court or the Court of Justice, at their request; (b) the Ombudsman, at his request; (c) the European Data Protection Supervisor, at his request; (d) the audit and control bodies such as OLAF, Court of Auditors, ERCEA Internal Audit Office, the Internal Audit Service.

3. How do we protect and safeguard your information?

Your personal data and all information related to this meeting are stored on the secured servers of the ERCEA.

Access to all collected personal data and all information related to the above mentioned meeting is restricted to the personnel described above via with a UserID/Password.

4. How can you access, verify, modify or delete your data?

If you want to check, modify, correct or delete any personal data, please contact the Controller, by sending an e-mail giving the details of your request to the mailbox indicated in point 6.

5. How long do we keep your data?

Your personal data will be part of a list of contact details shared internally amongst the staff of the ERCEA services for the purpose of contacting you in the future in the context of the ERC's activities. If you do not agree, please contact the Controller, by sending an e-mail giving the details of your request to the mailbox indicated in point 6.

6. Contact for information

- **For further information on how your data is handled**, you can contact the Controller via the mailbox: anisoara.ulceluse-pirvan@ec.europa.eu
- **For any questions concerning this event**, please contact:
ERC Executive Agency, Unit C4 – Grant Management Department
B-1049 Brussels, BELGIUM
E-mail: toni.skeen@ec.europa.eu
- The ERCEA Data Protection Officer is at your disposal for any clarification you might need on your rights under Regulation (EC) 45/2001:
ERC-DATA-PROTECTION@ec.europa.eu
- You have the right to have recourse to the European Data Protection Supervisor (edps@edps.eu) if you consider that your rights under Regulation (EC) 45/2001 have been infringed as a result of the processing of your personal data by the ERCEA.

7. Legal basis

The legal basis references which apply to the above processing operations are contained in the Commission decision of 8/x/2008 delegating powers to the European Research Council Executive Agency with a view to performance of tasks linked to implementation of the specific programme Ideas in the field of research comprising in particular implementation of appropriations entered in the community budget: "within the guidelines set by the commission, in particular in its work programmes, the agency shall be entrusted with the following tasks for the specific programme ideas: [...] (e): plan and implement information, communication and dissemination actions".