



EUROPEAN CLIMATE, INFRASTRUCTURE AND
ENVIRONMENT EXECUTIVE AGENCY (CINEA)

CINEA.D - Natural resources, climate, sustainable blue economy and clean energy
D.3 - Sustainable Blue Economy

Data protection notice

For grants management under Pilot Projects and Preparatory Actions managed partly outside the Funding and Tenders Opportunities Portal (F&T Portal)

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation)¹, the European Climate, Infrastructure and Environment Executive Agency (hereafter CINEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

1. The **controller** is:

The European Climate, Infrastructure and Environment Executive Agency (CINEA)

Chaussée de Wavre 910 - BLS2 05/259

BE – 1049 Brussels

CINEA Unit D.3 – Sustainable Blue Economy

Person responsible for the processing: Head of Unit D.3

E-mail:

CINEA-EMFAF-CALLS@ec.europa.eu for the grant agreement preparation phase

CINEA-EMFAF-CONTRACTS@ec.europa.eu once the grant agreement has been signed

2. The **purpose of the processing operation** is for the controller to manage grant agreements in the framework of pilot projects and preparatory actions (PPPA) entrusted to CINEA by the European Parliament and DG MARE. Personal data of beneficiaries and entities participating in the grant agreement process must be collected and processed by CINEA for implementing the project lifecycle and namely the Grant Preparation Phase (GAP), monitoring and reporting, communication with beneficiaries, payments, grant amendments, audits. Data is collected also to produce anonymous statistics and satisfaction surveys, security clearance for access to EC buildings, where applicable. Data may be collected also for the organization of on-line meetings with project beneficiaries and experts where applicable.

¹ 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 (OJEU L295/39, 21.11.2018) European Climate, Infrastructure and Environment Executive Agency (CINEA), B-1049 Brussels, BELGIUM

3. The **data subjects** concerned by this notice are either citizens or residents of the European Union or third countries who are either:

- 'Key personnel', i.e. responsible managers and other staff of the applicant or beneficiary participating in the action; if applicable, affiliated entities, associated partners, third parties giving in-kind contributions;
- Legal representatives of applicants or beneficiaries;
- Contact persons / coordinator of applicants or beneficiaries;
- Authorised staff of the European Commission or of the Agency;
- Experts to support grant management where applicable;
- Staff of sub-contractors.

4. The following mandatory **categories of personal data** are collected:

- Identification data: first name, last name; position/function, date of birth, nationality, (may be requested with CVs, see below), ID number, passport number may be requested when meetings in the Commission buildings are organised – the registration usually happens through the V-PASS corporate tool;
- Contact details: professional telephone or mobile, professional or private e-mail address, street address, post code, country, social media handles or accounts;
- VAT number of the organisation (if applicable);
- Bank account details of the Organisation (Legal Entity Form and Bank Account Form of the European Commission) which can only include the identification data of the legal representative (such data are provided also through the Participant Register and are managed by the REA Central Validation Service);
- Declaration on the honour that the person does not fall within exclusion criteria;
- Declaration of absence of conflict of interest and confidentiality;
- Curriculum vitae containing the following: the relevant experience, employment history, education, academic background, training, personal skills, competences, languages, technical skills, date of birth, nationality;
- Staff category, which may include hourly rate, salary information.

No data such as IP addresses is collected for this purpose.

Data is provided directly by the data subjects or the organisations they belong to. Authorised Agency staff members collecting these data are aware that only relevant and necessary data may be processed and unnecessary data will be deleted.

The above-mentioned personal data are collected when a project proposal is selected for founding under PPPA calls for proposals. Other personal data might be collected upon consent during the European Climate, Infrastructure and Environment Executive Agency (CINEA), B-1049 Brussels, BELGIUM

project implementation for example pictures, web streaming of events or videos, which are needed for communications purposes on project outcomes.

5. The **recipients of the data** are on a “need to know” basis:

- Authorized CINEA staff in charge of managing the projects (grant agreements) funded under the Pilot Projects and Preparatory Actions delegated to CINEA and related activities such as for instance monitoring, processing of possible amendments or audits (e.g. project officers and managers, financial officers, legal officers, auditors etc.);
- External expert evaluators bound by confidentiality clauses (if needed);
- Relevant staff of the European Commission services (e.g. DG MARE);
- CINEA & Commission staff as members of Ad hoc & Review Committees;
- In case of audits or proceedings, CINEA’s Internal Controller, Data Protection Officer, Legal Affairs Sector, etc.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure, Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission, the Court of Auditors, the European Ombudsman, the European Data Protection Supervisor and the European Public Prosecutor’s Office.

6. **Data subjects’ rights:**

- You have the right at any time to access, rectify, erase ('right to be forgotten') your personal data or to request the restriction of your processing;
- You are also entitled to object to the processing of your personal data on grounds relating to your particular situation at any time, unless CINEA demonstrates compelling and overriding legitimate grounds or in case of legal claims.

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

You can exercise your rights by sending an email with the requested change(s) to the controller via the functional mailbox indicated here above in Section 1. In any case your data will be modified or removed accordingly and as soon as practicable (maximum within 7 working days).

However, in line with Article 25 of the Regulation, the data controller may restrict the rights of the data subjects based on the Decision of the Steering Committee (2020) 26 of 14/10/20 (OJEU L 45 on 9.2.2021, p. 80), in case where such restriction constitutes a measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects, etc.

7. How does CINEA protect and safeguard your data?

Relevant organisational and technical measures are taken by the Agency to ensure the security of your personal data. Access to your data is restricted on an individual need to know basis and through User-ID and password and can be accessed via authentication system. Your data resides on the servers of the European Commission, which abide by strict security measures implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets. CINEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

The processing of your data will not include automated decision-making, including profiling.

Access to your data is restricted on an individual need to know basis and through User-ID and password. Your data resides on the servers of the European Commission, which abide by strict security measures to protect the security and integrity of the relevant electronic assets (Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission). Access rights and controls are secured via the ECAS (European Commission Authentication Service) granted to persons authorised to get access to the relevant data (grant management, etc.).

Your personal data will not be transferred to third countries or international organisations. To be noted that for this process no tracking tool will be used.

8. The legal basis of the processing is:

- Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, and repealing Implementing Decisions 2013/801/EU;
- Commission Decision C(2021) 947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency;
- Commission Decision C(2024) 875 of 15 February 2024 on the financing of the pilot project "Fostering energy transition in the fisheries sector" (Demonstrator of a fishing vessel) and the adoption of the work programme for 2024;
- Commission Decision C(2024) 3915 of 17 June 2024 on the financing of the pilot project "Saving our Seas – Reducing Danger of Munitions dumped in European seas" and the adoption of the work programme for 2024.

9. The **time limit** for keeping the data is:

CINEA keeps data in accordance with the 2022 Retention List of the Commission².

The personal data for successful applicants will be kept for a maximum period of ten years after the end of the project (i.e. final payment completed, final date of implementation reached). The files of unsuccessful applicants are kept for five years after the end of the particular procedure to allow for all possible appeals. This applies also to data contained in previous outdated versions of proposals and in withdrawn proposals. Extract from judicial records are kept up to 2 years after the finalisation of the call or until the end of a possible audit if one started before the end of the above period. After the period mentioned above has elapsed, the grant files containing personal data are sampled to be sent to the historical archives of the Commission for further conservation. The non sampled files are destroyed.

In relation to communication activities, website related data will be kept for 2 years and for events related data 5 years.

Data will be deleted at the end of this period.

10. **Contact information**

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the email address mentioned here above in Section 1.

You may contact at any time the Data Protection Officer of the Agency (CINEA-DPO@ec.europa.eu). You have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

² SEC (2022) 400 – Ares(2022)8801492 – 19/12/2022

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