



EUROPEAN COMMISSION

European Climate, Infrastructure and Environment Executive Agency

**RECORD OF PERSONAL DATA PROCESSING ACTIVITY**

*In accordance with Article 31 of the [Data Protection Regulation for EUIs](#)<sup>1</sup> (hereinafter referred to as the Regulation), individuals whose personal data are processed by the European Climate, Infrastructure and Environment Executive Agency (hereinafter referred to as CINEA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.*

<sup>2</sup>

Record No: 2020-029/-B-PROG-02  
Created on: 10/04/19  
Last update: 13/04/21

**NAME OF THE PROCESSING ACTIVITY**

Management of projects under the 2014-2020 CEF 1 programme (legacy)

**GROUND FOR THE RECORD**

- Regularisation of a data processing activity already carried out
- Record of a new data processing activity prior to its implementation
- Change of a data processing activity (e.g.: update of a record).

<sup>1</sup> Regulation (EU) 2018/1725 of 23 October 2018

<sup>2</sup> *The Record number in the central register will be provided during the consultation with the DPO*

## 1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION<sup>3</sup>

### 1.1. Name and contact details of controller

Relevant Unit in CINEA Department B - Sustainable networks and investments

Chaussée de Wavre 910

W910

BE – 1049 Brussels

Person responsible for the processing: the Head of Unit in charge of the project (see unit indicated in the grant agreement)

Email: [CINEA-B1@ec.europa.eu](mailto:CINEA-B1@ec.europa.eu), [CINEA-B2@ec.europa.eu](mailto:CINEA-B2@ec.europa.eu), [CINEA-B3@ec.europa.eu](mailto:CINEA-B3@ec.europa.eu), [CINEA-B4@ec.europa.eu](mailto:CINEA-B4@ec.europa.eu)

### 1.2. Name and contact details of the Data Protection Officer (DPO)

CINEA DPO

[CINEA-DPO@ec.europa.eu](mailto:CINEA-DPO@ec.europa.eu)

### 1.3. Name and contact details of joint controller (where applicable)

Not applicable

### 1.4. Name and contact details of processor (where applicable)

Not applicable

### 1.5. Purpose of the processing

The purpose of this processing is to collect personal data to allow the management and implementation of grants under the 2014-2020 CEF 1 programme (for Transport and Energy) throughout the whole project lifecycle, in particular:

- Grant agreement management including processing via a dedicated information system (TENtec) and communication activities ;
- Financial management including transactions in the Commission's accounting system and payment;
- Organisation of meetings with project beneficiaries and experts where applicable;
- Security clearance for access to Agency and Commission building for physical meetings where applicable;
- Information relating to management, monitoring, policy feedback, assessment of the CEF1 programme and related initiatives such as project mapping, client's (beneficiaries) satisfaction surveys and similar;
- Aggregated data (not personal) is also used for :
  - Publication of project summaries/project fiches;
  - Statistics and reporting

### 1.6. Legal basis for the processing

- 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;

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<sup>3</sup> *This part of the record will be published on CINEA website and should be aligned with the information provided in the DP notice*

- Regulation (EC) n° 1653/2004 of 21 September 2004 on a standard Financial Regulation for the executive agencies pursuant to Council Regulation (EC) n°58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programme;
- 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 with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries;
- Regulation (EU) n° 1316/2013 of 11 December 2013 establishing the Connecting Europe Facility, amending regulation (EU) N° 913/2010 and repealing Regulations (EC) N° 680/2007 and (EC) N° 67/2010 (OJ L 348/2013 of 20/12/2013);
- Regulation 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation No 66/2012.

### **1.7. Categories of data subjects**

Under this programme, grants are not provided to natural persons but to legal entities (beneficiaries).

Data subjects can thus be:

- Legal representatives of beneficiaries;
- Contact persons / coordinator of beneficiaries;
- 'Key personnel', i.e. responsible managers and other staff of the beneficiary participating in the action;
- Staff of sub/contractors;
- Authorised staff of the European Commission or of the Agency;
- Experts that supported the evaluation of proposals, etc .

### **1.8. Categories of personal data**

The following 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 if meetings in Agency/Commission buildings are organised;
- Contact details: telephone, mobile, e-mail, fax, website, street address, post code, country;
- Legal entity form and Bank Account form of the organisation (incl. VAT number (if applicable), which may include the identification data of the legal representative;
- A declaration on honour that the applicants/beneficiaries (legal persons) as entity are not in one of the exclusion situation referred to in the Financial Regulation;
- Curriculum vitae with info on the relevant experience for the project, employment history, education, academic background, training, personal skills, competences, languages, technical skills, date of birth, nationality of the staff involved in the action as beneficiary, affiliated entity, implementing body or (sub)contractor;
- Staff categories which may include hourly rates (timesheets, etc);
- Declaration of absence of conflict of interest and confidentiality;

- Financial information to prove the financial capacity of the entities (only applicable to private undertakings or bodies): balance sheet, profit and loss for the most recent year;
- No data relating to health or extract of judicial records of natural persons are requested by the Agency

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

Data processed via the TENtec IT tool may also encompass names, user names and function of CINEA staff in charge of the CEF 1 projects and experts evaluating proposals.

In addition, personal data based on consent might be collected during the project implementation: for example pictures, web streaming of events or videos that are needed for communications purposes on project outcomes.

### **1.9. Retention time (time limit for keeping the personal data)**

a) Retention period:

The personal data concerned will be kept for a maximum period of ten years after the end of the CEF1 programme for successful grant applicants.

The files of unsuccessful applicants are kept for five years after the closure of the call.

Data will be deleted at the end of this period or anonymised in the IT tool used to process the CEF 1 Programme (TENtec).

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.

b) Storage period is in line with above.

c) Is any further processing for historical, statistical or scientific purposes envisaged, which would go beyond the normal retention period?  
Yes aggregated & anonymised data for statistical purposes

### **1.10. Recipients of the data**

- Authorized staff of the Agency and Commission (e.g. DG ENER and MOVE, DG BUDG, etc) involved in the implementation of the CEF 1 Programme (i.e. project managers, financial officers, communication officer, legal advisers, auditors, management, administrative assistants and for the TENtec Information Service, the IT Sector, etc);
- The Research Executive Agency Validation Services, under the Single Electronic Data Interchange Area (SEDIA) procedure for certain checks (linked to financial capacity etc) and calls.
- Members of the public but only for information published externally: e.g.: social media (e.g. photos of project event in the Twitter account of the Agency, etc).

In addition, data may be disclosed to public authorities such as for instance the below ones, which may not be regarded as recipient in accordance with Union and Member State law. The processing of those data by those public authorities shall be in

compliance with the applicable data protection rules according to the purpose of the processing:

- Bodies in charge of a monitoring or an inspection task in application of Union law (e.g. internal audit, IAS, Court of Auditors, etc.);
- 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;
- OLAF in case of an investigation conducted in application of Regulation (EC) No 1073/1999
- The European Ombudsman within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union
- The European Data Protection supervisor in accordance with Article 58 of the Regulation (EC) 2018/1725
- The European Public Prosecutor's Office within the scope of Article 4 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office.

#### **1.11. Transfers of personal data to third countries or international organisations**

Not applicable - All servers on which data is stored are located in the EU.

#### **1.12. Description of security measures**

Technical and organisational security measures are in place to safeguard the processing of this personal data: the Agency stores personal data on password protected computers with authentication in files with restricted access on servers of the Agency/Commission and in locked cupboards either personal offices or archives. IT tools use EU login protection and access rights restrictions apply. The Agency is subject to the European Commission's security Decision 2017/46 of 10 January 2017 on the security of information systems used by the European Commission. Access to the building is subject to security clearance, including for the evaluation.

#### **1.13. Data Protection Notice**

A Data Protection Notice (DPN) relevant to this data processing activity is available on the CINEA website : [Connecting Europe Facility \(europa.eu\)](https://european-commission.europa.eu/Connecting-Europe-Facility)