



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](#)¹ (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.

²

Record No: 2021-008/D02-PROG-09
 Created on (date): 21/10/21
 Last update (date): 09/12/21

NAME OF THE PROCESSING ACTIVITY

Management of projects and experts under the 2014-2020 LIFE programme (outside Funding & Tender portal).

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).

¹ Regulation (EU) 2018/1725 of 23 October 2018

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

1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION³

1.1. Name and contact details of controller

CINEA Unit D.2
Chaussée de Wavre 910
W910 03/011
BE – 1049 Brussels
Person responsible for the processing: the Deputy Head of Unit D2
Email: CINEA-LIFE-ENQUIRIES@ec.europa.eu

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

CINEA DPO
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)

Monitoring contractor
NEEMO EEIG
Merzhauser Str. 183
79100 Freiburg – Germany
The data protection policy of the Monitoring contractor and the contact persons are available on the Neemo webpage:
<https://neemo.eu/wp-content/uploads/2021/04/NEEMO-Data-protection-policy.pdf>

The monitoring contractor and its independent experts and sub-contractors are working on behalf of and under the responsibility of the Agency for the purposes of grant management (including checks and reviews), action reporting and Research networking. Any processing operations performed on behalf of the Agency by contractor(s) (Processor(s)) are subject to Article 29 of Regulation (EU) No 2018/1725 and the subsequent obligations of the Processor(s) are made mandatory via a dedicated contractual clause in the service contract that the Agency has concluded with the monitoring contractor⁴, and other specific instructions provided by the Agency in the context of the implementation of their service contract.

1.5. Purpose of the processing

The purpose of this processing is to collect personal data by the Agency and its contractor to:

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

⁴ Ares(2018)6216361

- allow the management and implementation of grants under the 2014-2020 LIFE programme throughout the whole project lifecycle;
- allow the selection and management of experts to monitor projects.

in particular:

- Grant agreement management;
- Financial management including transactions in the Commission's accounting system and payment;
- Publication of project summaries;
- Statistics, reporting and information relating to management, monitoring, policy feedback, mid-term and final assessment of the LIFE programme and other initiatives such as project mapping, client's (beneficiaries/contractors) satisfaction surveys and similar;
- Security clearance for access to Agency and Commission building for physical meetings where applicable;
- Organisation of on-line meetings with project beneficiaries and experts where applicable.

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;
- 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, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/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 1293/2013 of the European Parliament and of the Council of 11 December 2013 establishing a Programme for the Environment and Climate Action (LIFE), and repealing Regulation (EC) No 614/2007;
- 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. Data subjects can be either citizens or residents of the European Union or third countries and are:

- 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 to support grant management.

1.8. Categories of personal data

The following mandatory 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;
- VAT number of the organisation (if applicable); bank account details of the organisation/expert (Legal Entity Form and Bank Account Form of the European Commission) which can only include the identification data of the legal representative;
- Declaration on the honour that the person does not fall within exclusion criteria;
- 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 categories which may include hourly rates (timesheets, etc)
- Declaration of absence of conflict of interest and confidentiality.

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

The above mentioned personal data are **mandatory** for the purpose(s) outlined above. In addition, **non-mandatory** personal data 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 LIFE programme for successful grant applicants.

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 processed by the executive agency EASME and now transferred to CINEA.

Data will be deleted at the end of this period.

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**

1.10. Recipients of the data

- The Data Controller, the management of the LIFE CINEA D1 and D2 (Heads of Unit, the Deputies Heads of Units and the Heads of Sectors);
- The Director of the Agency, Head of Department D, the Head of Unit Finance; the Heads of Units in partner DGs;
- Authorized staff of the Agency and Commission involved in the monitoring and control of LIFE project implementation (i.e. policy and project officers and advisers, financial officers, legal officers, officers in charge of audit, administrative assistants);
- Authorised staff of the monitoring contractor;
- Members of the public but only for information concerning the contact person of the beneficiary for each financed proposal, via the LIFE public database available on the LIFE website: <https://webgate.ec.europa.eu/life/publicWebsite/index.cfm>.

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. This includes also the servers of the contractor.

1.12. Description of security measures

The following 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 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. The contractor abides to the similar rules via contractual obligations. Experts sign a declaration of confidentiality. Access to the building is subject to security clearance, including for the evaluation and monitoring contractors.

1.13. Data Protection Notice

A Data Protection Notice (DPN) relevant to this data processing activity is available on the CINEA website https://cinea.ec.europa.eu/life/data-protection_en, on the LIFE database website <https://webgate.ec.europa.eu/life/publicWebsite/index.cfm> and on the eProposal page [Privacy statement General Data Protection Regulation\(GDPR\)](#)