



## 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: 2022-003/A01-PROG-11

Created on (date): 11/05/22

Last update (date): 17/05/22

**NAME OF THE PROCESSING ACTIVITY**

GREEN ASSIST

**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

- a. CINEA Unit A1 Department A  
Chaussée de Wavre 910  
W910 office n°03/042  
BE – 1049 Brussels
- b. Head of Unit A1
- c. Email: [Cinea-Green-Assist-Expert@ec.europa.eu](mailto:Cinea-Green-Assist-Expert@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)

Applicable: Processor under selection by CINEA acting as Contracting Authority at the time of this record

### 1.5. Purpose of the processing

The purpose of the processing is, through diversified means, notably Communication Campaign for experts on various media (notably Social media), etc., to attract interest from potential experts, interested to join the roster of experts implemented under GREEN ASSIST.

GREEN ASSIST (Green Advisory Service for Sustainable Investments Support) is a new advisory initiative under InvestEU funded from the LIFE programme with the aims of building up a pipeline for green investment projects that have a high impact.

The purpose of the processing is also to gather sufficient expertise via the roster of experts, so that the processor can dig into this pool of expertise to identify experts who are the most capable of providing advisory expertise required by the beneficiary (project promoters, financial institutions, project partners, etc. ), in any given request for advisory received during the period of the Framework Contract applicable to the processor. Also, data will be used throughout the operational phase for managing and animating the assigned services, running the satisfaction surveys for assessing the expert's and Contractor's performance as well as for the purpose of the expert community building activities.

### 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

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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*

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 (EU) 2021/783 of the European Parliament and of the Council of 29 April 2021 establishing a Programme for the Environment and Climate Action (LIFE), and repealing Regulation (EU) No 1293/2013
- 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

- 1) Interested experts that are willing to share their profile with CINEA and the Contractor under the GREEN ASSIST INITIATIVE.
- 2) Staff of the beneficiary (e.g. authorised representatives, contact persons, etc) that will benefit from the expert's advice

### 1.8. Categories of personal data

The following personal data are collected:

- Identification data (e.g.: names, position/function, date of birth, gender, nationality/citizenship. ID/passport number may be requested if meetings in the Agency/Commission buildings are organised;
- Contact details: telephone/mobile number, e-mail address, website, street address, post code and country of residence;
- Declaration of absence of conflict of interest and confidentiality;
- Curriculum vitae with photos and information provided by the experts: years of professional experience, relevant experience, employment history, education, academic background, training, personal skills, competences, languages, technical skills, etc;
- Area/sector of expertise;
- History of engagement with EU programmes;
- History of assignment, and relevant terms, under GREEN ASSIST;
- History on the selection (or rejection) of the experts ;
- History of satisfaction survey with Beneficiaries;
- Financial data for the payment of the experts' fees (bank account, fees, etc) .

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

a) Retention period: According to the EC Retention list

- For selected experts: data will be kept for a maximum period of ten years after the end of the GREEN ASSIST initiative
- For not selected experts: data will be kept for five years after the end of the particular procedure to allow for all possible appeals.

The maximum retention period for the processor is identical to duration of its contract with CINEA ,e.g.: 48 months from its date of its signature, but it would be shorter in the event experts enrolled in the roster would exercise their right of retraction.

At the end of this period, the data collected and processed by the processor will be returned to CINEA and handled in compliance with the rules on data protection and retention period mentioned here-above.

b) Storage period:

Same as above .

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

No

### 1.10. Recipients of the data

- The Financial Engineering Team of CINEA will be the primary user of the data.
- The Commission/DGENV may have access if need be, upon request, to the profiles of experts encoded in the Roster of Experts.
- The processor's staff entitled to work on the GREEN ASSIST Initiative

Any authorized staff of the Agency when needs are justified: i.e. In case of audits or proceedings, etc., CINEA's Internal Controller, Data Protection Officer, Legal Affairs Sector, 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. The technical specifications and the Framework Contract provide that:

- The contractors shall ensure that personal data is processed and accessible only within the territory of the European Economic Area and will not leave that territory.
- All websites, platforms, digital applications and online registration forms containing personal data must be hosted within the European Union and abide by the same legal obligations on personal data protection

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

On the side of CINEA, all CV and experts profiles will be stored in CINEA IT system, under a specific directory that will be only accessible only to Financial Engineering team and password protected. CINEA may share this material with DG ENV, on the need to know basis under restricted folders.

IT tools used to process data apply EU login protection and access rights restrictions. 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.

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

A Data Protection Notice (DPN) relevant to this data processing activity is available on the CINEA website under: [https://cinea.ec.europa.eu/programmes/life/green-advisory-service-sustainable-investments-support-green-assist\\_en](https://cinea.ec.europa.eu/programmes/life/green-advisory-service-sustainable-investments-support-green-assist_en)