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|  | EUROPEAN COMMISSIONEuropean Climate, Infrastructure and Environment Executive Agency |

1. **Data Protection Notice**

**[name of the personal data processing activity]**

[General instructions:

* The use of this template is mandatory. The text in black is a standard text
* The text and footnotes in blue font are internal instructions only: they must be deleted once read and before the finalisation of the document
* Options [*in italics in square brackets*], which are not used are to be deleted ]

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation), the Innovation and Networks 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 CINEA:
	1. [Unit] [Department] [Director Office]
	2. Person responsible for the processing: [the Head of [Unit] [Department] [Director]
	3. Email: [insert FMB ]
2. The **purpose of the processing** is

*[Insert very concise description of what you intend to achieve, meaning the reason and objective(s) for processing the personal data]*

1. The **data subjects** concerned by this notice are

*[Insert the type of natural persons concerned by this processing & whose personal data is being processed, e.g.: CINEA staff members, grant beneficiaries, experts, applicants, etc.]*

1. The **categories of personal data** collected and used for the processing operations are:

*[Insert the type of personal data used for instance:*

* *names;*
* *function;*
* *contact details (e-mail address, business telephone/GSM numbers, fax number, postal address, company and department, country of residence, internet address);*
* *technical skills etc. ]*

[In case personal data have not been obtained from the data subject*, please indicate from which source the personal data originate, and if applicable, whether it came from publicly accessible sources]*

1. The **recipients** of the data are:

All recipients are on a "need to know" basis:

*[Please insert: Who will have access to the data within the Agency?*

 *Who will have access to* the data outside the Agency?

 For instance

* *CINEA HR Staff ,*
* *Contractor WX*

*[If applicable and outside the Agency, please specify if you intend to transfer personal data to a third country or an international organisation. If so, please specify where applicable the existence or absence of an adequate decision by the Commission or the suitable safeguards and the means by which to obtain a copy of them or where they have been made available ]*

In case of audits or proceedings, etc., personal data may be provided to CINEA’s Internal Controller, DPO, Legal Sector, Staff Committee, 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 .

1. **Data Subjects rights**: *[Please discuss with your DPO & insert accordingly, for instance:*
* *You have the right at any time to access, rectify, erase ('right to be forgotten') your personal data;.*
* *You have to right to data portability;.*
* *You are also entitled to object to the processing or request for the restriction of the processing*
* *You have the right not to be subject to a decision based solely on automated processing , including profiling.*

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 cases your data will be modified or removed accordingly and as soon as practicable (maximum within [DD] working days).]

[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]

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.

1. **How does CINEA protect and safeguard your data?**

*[Please discuss with your DPO & indicate as appropriate for instance:*

*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 implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets].*

1. **The legal basis of the processing** are:

*[Please discuss with your DPO & indicate the legal basis for the processing activity, for instance:*

*•* 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[[1]](#footnote-1) ; .

*Etc.]*

1. The **time limits for keeping**  the data are the following:

In accordance with the 2019 Retention List of the Commission:

*[Please discuss with your DPO & indicate as appropriate for instance :*

* *files relating to the grant award procedure (evaluation of applications for grants and selection of projects for financing) are retained for a period of 10 years following the award decision;*
* *files relating to unsuccessful application are kept only for 3 years following the award decision;*
* *etc.].*
1. **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. INDIVIDUAL AGREEMENT**

[General instructions: please select only the relevant options among the below selection of options applicable to your specific event/activity:]

By filling this form and clicking on the boxes below, you give your explicit consent to the following:

I have read the [XX add title] [data protection notice](https://eusew.eu/data-protection-notice) and agree that my personal data are processed for the purposes described herein.

I agree to be contacted via [email] [and] [phone,] by the Climate, Infrastructure and Environment Executive Agency (CINEA) and/or by contractors working on its behalf, to provide me with information and updates on my selected interest.

Yes, I would like to be included in [XX add title] the mailing list to receive further information about [XX add title of the event ].

I agree to share my details with the other participants of the event under the form of contact lists for networking purposes as described in the [XX add title] [data protection notice](https://eusew.eu/data-protection-notice).

 I agree that my personal data [XX add type of data, name, photo, publication etc.] are mentioned by the Climate, Infrastructure and Environment Executive Agency (CINEA) on its Social Media [XX add type of media: Twitter, Facebook, etc.] page in relation to this event and I have taken note of [CINEA Social Media moderation policy .](https://cinea.ec.europa.eu/about-us/data-protection/cinea-data-protection-notice-communication-purposes_en)

For consent relating to film/video, please [click here] [go to the Annex XX ] and fill in the specific form

For consent relating to publication, please [click here] [go to the Annex XX ] and fill in the specific form

[Optional I have the following request/comment concerning my consent for personal data processing by CINEA [and/or its contractors]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Your consent can be withdrawn at any time by contacting the Controller mentioned in Section 1 of the [XX add title] data protection notice and in line with the provisions of such a notice, without affecting the lawfulness of the processing before such a withdrawal.

1. [↑](#footnote-ref-1)