



## **Data Protection Notice**

### **GREEN ASSIST experts**

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation), 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 CINEA:
  - a. A1 – Financial Engineering
  - b. Person responsible for the processing: the Head of A.1
  - c. Email: [Cinea-Green-Assist-Expert@ec.europa.eu](mailto:Cinea-Green-Assist-Expert@ec.europa.eu)

2. The **purpose of the processing** is

The creation of pool of experts, which will contribute to the Roster of Experts. The Roster of Experts will be created within the Green Assist advisory initiative and it will be managed by an external contractor of CINEA (acting as processor) with the objective to provide green advisory services for beneficiaries requesting it via InvestEU Advisory Hub. The process covers all the stages from the campaigning, selection, contracting and monitoring the operations of the experts. It also includes the engagement with experts on community building and networking, as well as the collection of stakeholder feedback for the purpose of carrying out satisfaction surveys.

3. The **data subjects** concerned by this notice are
  - Interested experts that are willing to share their profile with CINEA and its Contractor under the GREEN ASSIST INITIATIVE.
  - Staff of the advised beneficiaries (e.g. authorised representatives, contact persons, etc.)

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

- 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: 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 non-selection) of the experts ;
- History of satisfaction survey with Beneficiaries;
- Financial data for the payment of the experts' fees (bank account, fees, etc) .

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

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

- CINEA Staff – Unit A.1 Financial Engineering ;
- Contractor acting as processor (to be selected in procurement procedure – August 2022)
- The European Commission /DG ENV may have access if need be, upon request, to the profiles of experts encoded in the Roster of Experts.
- Any authorized staff of the Agency when needs are justified: i.e. in case of audits or proceedings, etc., personal data may be provided to CINEA's Internal Controller, DPO, Legal 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, the 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 for the restriction of it 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;*

You can exercise your rights by sending an email with the requested change(s) to the functional mailbox indicated here-above in Section 1.

However, once the processor has been selected and after that you have received an email from such a processor that your profile as a GREEN ASSIST expert has been retained and shared with them by CINEA , you are invited to send any requests relating to your personal data (for access, modification, erasure, etc...) to the functional mail box of the processor, which will be indicated in due time in an updated version of the Data Protection Notice following the selection of the processor, with the functional mail box mentioned in section only in copy, under reference "Data Protection". In the meantime, your request should be directed only to the functional mail box mentioned in Section 1.

In any cases your data will be modified or removed accordingly and as soon as practicable (maximum within 10 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.

## 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 contractor abides to the similar rules via contractual obligations and is subject to confidentiality duties. Personal data in electronic format stored on the processor' servers, abide to contractual and GDPR requirements for data protection.*

## 8. The legal basis of the processing are:

- 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, ./... 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<sup>1</sup> ; .
- 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.

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

In accordance with the Retention List of the Commission:

- 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.

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<sup>1</sup> 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; comprising, in particular, implementation of appropriations entered in the general budget of the Union and those stemming from external assigned revenue

The maximum retention period for the processor is identical to duration of its contract with CINEA , e.g.: 48 months from the date of its signature. However, it would be shorter in the event that experts enrolled in the roster would exercise their right of retraction. Data collected and processed by the processor will be transferred back to CINEA at the end of the period and deleted by CINEA in line with the retention mentioned here above.

## **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](mailto: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](mailto:edps@edps.europa.eu)).