

REGISTER NUMBER: 740

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 29/07/2011

Case number: 2011-0845

Institution: ERCEA

Legal basis: article 27-5 of the regulation CE 45/2001(1)

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and address of the controller

ERCEA, Pablo Amor, Director ad interim, COV 23/112, B-1049 Brussels
(Co-Controllers Head of Department B and Head of Department C, please refer to section 2 below)

2/ Organisational parts of the institution or body entrusted with the processing of personal data

Grant Evaluation Phase and Scientific Follow-up of Funded Projects

ERCEA, Jose Labastida, Head of Department B, Scientific Management, COV 22/127, B-1049 Brussels.
In details, the processing of personal data is done by the units B2 (managing the Starting Grant scheme) and B3 (managing the Advanced Grant, Proof of Concept and Synergy Grant schemes).

Grant Preparation and Management Phases

ERCEA, Mechtild May, Head of Department C, Grant Management, COV 23/132, B-1049 Brussels
In details, the processing of personal data is done by units C1 (grant preparation) and C2 (grant implementation).
Unit C2 specified that it is responsible for managing the grants, preparing the payments and amendments to the grants; all the data processing takes place inside the ERCEA in EU (Brussels) and it does not subcontract or externalise any data or database.

3/ Name of the processing

(Specific Programme) IDEAS - Proposals Evaluation and Grants Management

This notification constitutes one of the specific back office notifications foreseen by the Commission notification DPO-978 and DPO-2382 (hereof referred to as the **overall umbrella** for 7th Research Framework Programme).

4/ Purpose or purposes of the processing

Evaluation Phase

The processing is aimed to the evaluation and selection of proposals submitted under the IDEAS programme funding schemes. Excellence is the sole criterion of evaluation. It is applied to the evaluation of both the Principal Investigator and the research project.

Essential part of the operation is the assessment of the curriculum vitae of the Principal Investigator who will run the project. His/her expertise, background and commitment are evaluated for granting.

In relation to the Principal Investigator in **Starting Grants**, the following criteria are currently applied:

(a) Intellectual capacity and creativity:

To what extent are the achievements and publications of the Principal Investigator ground-breaking and demonstrative of independent creative thinking and capacity to go significantly beyond the state of the art? To what extent will an ERC Starting Grant make a significant contribution to the establishment or consolidation of independence?

(b) Commitment:

Is the Principal Investigator strongly committed to the project and willing to devote a significant amount of time to it (they will be expected to devote at least 50% of their total working time to the ERC-funded project and spend at least 50% of their total working time in an EU Member State or associated country)?

In relation to the Principal Investigator (and any Co-Investigator if applicable) in **Advanced Grants**, the following criteria are currently applied:

(a) Intellectual capacity and creativity:

To what extent is the Principal Investigator's (and any Co-Investigator if applicable) record of research, collaborations, project conception, supervision of students and publications ground-breaking and demonstrative of independent creative thinking and the capacity to go significantly beyond the state of the art?

(b) Commitment:

Is the Principal Investigator strongly committed to the project and willing to devote a significant amount of time to it (they will be expected to devote at least 30% of their working time to the ERC-funded project and spend at least 50% of their total working time in an EU Member State or associated country)?

The above criteria can be slightly adapted and/or modified in new calls for proposals, building on experience and the scientific steering of the ERC Scientific Council.

Preparation and Management Phases

The Specific Programme IDEAS supports "research carried out across all fields by individual national or transnational teams" *.

As requested by the Commission ERC Model Grant Agreement **, identification data of those individuals, called Principal Investigators, which were selected prior to the preparation of ERC Grant Agreements, are included in these ERC Grant Agreements. The ERC Grant Agreements also include identification data of the contact persons in the institutions which host these research projects (so called Host Institutions).

In addition, the ERC Supplementary Agreements (whose minimum requirements are based on the provisions of the ERC Model Grant Agreement and whose template was firstly provided by the European Commission) are signed by the Principal Investigator and a representative of the Host Institution and contain the identification data of the Principal Investigator.

**Cf. Council decision dated 19 December 2006 concerning the specific programme: 'Ideas' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013), downloadable from the following address:*

<http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=129>

***Cf. Commission Decision C(2007)1625 dated 16 April 2007 on the adoption of the model grant agreement for 'frontier' research actions in the context of the implementation of the Seventh Framework Programme of the European Community (2007-2013), downloadable from the following address:*

<http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=125>

5/ Description of the category or categories of data subjects

Evaluation Phase

Mainly, the data subjects will be researchers acting as Principal Investigators (including Lead Principal Investigators for Synergy Grants) for the proposals submitted for evaluation. Personal data will also be collected on the following categories of data subjects:

- Co-investigators (when applicable);
- the authorised legal representative of the host institution;
- the contact person at the host institution.

Preparation Phase

The Grant Preparation Unit processes personal data of two categories of persons:

- the Principal Investigators;
- the authorised representatives and the contact persons at the beneficiaries (i.e. legally the host institutions).

Management Phase

The Grant Implementation Unit processes personal data of two categories of persons:

- the Principal Investigators;
- the authorised representatives and the contact persons at the beneficiaries (i.e. legally the host institutions). When the authorised representatives and/or the contact persons indicated in the grant agreement change, the information is also changed in the relevant database and ERCEA IT tools through an amendment;
- members of the scientific team.

6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)

Evaluation Phase

The following categories of data are collected:

1. Information on the Principal Investigator:

- *Identification data*: name, title, gender, nationality, residence country, date, country and town of birth, contact address, phone, fax, email

Special categories of data:

- academic and research record
- copy of PhD document (for Starting Grant)
- any significant career breaks (for career stage extension)
- data on children, military service and/or statutory service (to justify career breaks)

- *Health data*: medical certificates (for career stage extension)

2. Information on the Co-Investigator(s) (if applicable):

- *Identification data*: name, title, gender, nationality, residence country, date, country and town of birth, contact address, phone, fax, email

- *Special categories of data*: academic and research record

3. Information on the authorised legal representative of the Host Institution

- *Identification data*: name, title, gender, position

4. Information on the contact person at the Host Institution

- *Identification data*: name, contact address, phone, fax, email

The standard forms used to collect data on PIs, Co-Is, legal representatives and contact persons are included in the Guide for applicants (Section A1). In addition, the PIs and Co-Is are required to include a CV in the part B1 of their application, for which there is no template.

Preparation and Management Phases

Only identification data is processed by the Grant Preparation Unit (unit C1) and the Grant Implementation Unit (unit C2):

- concerning the Principal Investigators, family name, first name, gender, nationality, country of residence, date of birth, country of birth, birth city, type of ID document, ID number, contact details;
- concerning the authorised representatives and the contact persons in the Host Institutions, family name, first name, gender, contact details;
- no special categories of data like offences (criminal records), health data are processed by units C1 and C2.

These data are provided by the authorised representatives and the contact persons of the Host Institutions through the Commission online tool "NEgociation Form" (NEF).

[See Annex Grant Preparation Forms]

The accuracy of data for half of the Principal Investigators (i.e. for ERC Starting Grants) is checked using the Commission Accrual Based Accounting system (ABAC).

The checks on the data concerning the other Principal Investigators are based on supporting documents which are directly provided by them to the ERCEA, all in accordance with the process set up by the European Commission prior to the autonomy of the ERCEA and maintained since.

There is an additional collection and processing for the "**Exclusion of Experts by Applicants**" system, which has been prior checked with the EDPS separately. For details, please refer to **case 2011-661**. In synthesis, the Applicants submitting research proposals in the framework of IDEAS calls may indicate some experts that they wish not to be involved in the evaluation of their proposals. The experts' data which are meant to be collected and further processed are:

- Name of the expert(s)
- Research Institute/University/Employer
- Ground and specific reasons referred to by the applicant's request for exclusion (free text field)

7/ Information to be given to data subjects

Information to the data subjects: the applicant guides, peer reviewers guide, and a dedicated website page shall explain the overall exclusion system and provide the necessary information on the controller, the purpose, the categories of data, the recipients, the right of access, the legal basis, and retention periods.

A Specific Privacy Statement has been prepared, and will be available on the website (copy hereby enclosed).

Preparation and Management Phases

Data subjects are first informed of the processing of personal data through the Form A2.6 of the NEF online tool, a paper version of which is signed and sent to the ERCEA.

[See Annex Grant Preparation Forms]

Articles 8.4 & II.13 of the ERC Model Grant Agreement (which is available both on the ERC Website* and on the European Commission CORDIS Website**) provide with additional information. In particular, it is stated that the (delegated) Controller responsible for processing of the personal data is the Head of Department Grant Management.

[See Annexes ERC Model Grant Agreement-Core and ERC Model Grant Agreement-Core-Annex II]

* Cf. the following address: <http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=125>

** Cf. the following address: http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#ideas_ga

8/ Procedures to grant rights of data subjects (*rights of access, to rectify, to block, to erase, to object*)

The applicants and/or grantees have to contact the Controller at ERCEA in written via the dedicated functional mailbox. There is a functional mailbox for applicants for each call, with the format ERC-year-ADG/STG-APPLICANTS@ec.europa.eu; for example for 2011 advanced grants call it is ERC-2011-ADG-APPLICANTS@ec.europa.eu.

The Specific Privacy Statement (mentioned in section 7 above) guides the data subjects.

Additionally, in case grantees the Article II.13 of the ERC Model Grant Agreement states that the Host Institutions have the rights of access and of rectification, on written request to the Controller.

Article 13 of the Steering Committee decision StC210610/6 – available on the external ERCEA website - provides the applicable provisions to exercise data subjects' rights:

Article 13

General Rules Governing the Exercise of Rights by Data Subjects

1. Further to their right to be appropriately informed about any processing of their personal data, data subjects may approach the relevant Controller to exercise their rights pursuant to Articles 13 to 19 of Regulation, as specified below:

(a) These rights may only be exercised by the data subject or their duly authorised representative. Such persons may exercise any of these rights free of charge.

(b) Requests to exercise these rights shall be addressed in writing to the relevant Controller. The Controller shall only grant the request if the requester's identity and, if relevant, their entitlement to represent the data subject have been appropriately verified. The Controller shall without delay inform the data subject in writing of whether or not the request has been accepted. If the request has been rejected, the controller shall include the grounds for the rejection.

(c) The Controller shall, at any time within three calendar months of receipt of the request, grant access pursuant to Article 13 of Regulation by enabling the data subject to consult these data on-site or to receive a copy thereof, according to the applicant's preference.

(d) Data subjects may contact the DPO in the event that the Controller does not respect either of the time limits in paragraphs (b) or (c). In the

2. The Agency's staff members may consult the DPO before lodging a complaint with the EDPS pursuant to Article 33 of Regulation.

9/ Automated / Manual processing operation

Evaluation Phase

All processing is done automatically. The data are collected as part of the applications for grants, through the EPSS (Electronic Proposal Submission Service). All proposals are encrypted until the deadline, decrypted by the call coordinator and provided to ERCEA on optical support. After upload into ERCEA database, data are made available to the relevant staff through a suite of internally managed applications and to the experts appointed by ERCEA to evaluate proposals through a dedicated Web Evaluation Tool. After the evaluation has finished, the proposals are uploaded together with the results of the evaluation in ESS (Evaluation Support Service). All data is also automatically uploaded into CORDA (Common Research Data Warehouse).

Preparation Phase

The identification data of the Principal Investigators and of the authorised representatives and the contact persons is collected through the Commission online tool "NEgociation Form" (NEF). When needed, supporting documents concerning the Principal Investigators are collected through electronic messages received by the Grant Preparation Unit.

When validated, this data is used in the Workflow Manager IT tool which was set up by the European Commission prior to the autonomy of the ERCEA. Workflow Manager is an automated tool for monitoring the grant preparation process (more than 3.000 letters were sent to Principal Investigators and contact persons in the Host Institutions up to now). It has associated Project Folders where supporting documents are stored. Workflow Manager is also used for internal control of the ERC draft Grant Agreements files and then for internal and external audits. Access to Workflow Manager (and to the Project Folders) is limited and monitored by the Head of Unit and procedures are in place to avoid unauthorised alteration of these media.

[See Annexes ERC_EA_WM_Vision-v1_040111; WFM FP7 / Security / roles (version 5.3); Explanatory Worksheet on Access Rights]

In addition, the data collected in NEF is transferred to the Commission "Contract and Project Management" IT tool (CPM). CPM delivers the electronic version of the ERC Model Grant Agreements* which are ready to be signed by the Host Institutions and the ERCEA.

A paperless process of approval of the draft Grant Agreements inside the ERCEA using the Advanced REcords System (ARES) is currently under testing, before being it can be generalized.

* In accordance with the Commission Decision C(2007)1625 dated 16 April 2007 on the adoption of the model grant agreement for 'frontier' research actions in the context of the implementation of the Seventh Framework Programme of the European Community (2007-2013), downloadable from the following address:

<http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=125>

Management Phase

The change of the data relating to the Principal Investigators, the authorised representatives and the contact persons is collected through the Commission online tool "Negotiation Form" (NEF); then a template request letter is sent to the pertinent project contact person.

The follow up of this process is made by the Grant Implementation Unit (C2) using the "Grant Management IT Tool", which is mainly a communication tool. The purpose is mainly to monitor the time to amend and the status of the request for amendment. The access is only reserved to ERCEA C2 staff members (the users). This tool is hosted in the ERC intranet portal.

All the information collected with this tool are not related to the beneficiaries' private data and all the "users" information are protected. Only the ERCEA management has access to the users' information, in order to be able to monitor staff performance and follow-up of files, and professional evaluation (time to amend, delays, etc...).

[See Annexes ERC_EA_WM_Vision-v1_040111; WFM FP7 / Security / roles (version 5.3); Explanatory Worksheet on Access Rights, as for the Preparation phase described above]

In addition, the data collected in NEF is transferred to the Commission "Contract and Project Management" IT tool (CPM). CPM delivers the electronic version of the ERC Model Grant Agreements* which are ready to be signed by the Host Institutions and the ERCEA.

A paperless process of approval of the amendment and the payment request using the Advanced Records System (ARES) is currently under use and it is now part of the normal amendment and financial circuit. No external user has access to ARES.

* *In accordance with the Commission Decision C(2007)1625 dated 16 April 2007 on the adoption of the model grant agreement for 'frontier' research actions in the context of the implementation of the Seventh Framework Programme of the European Community (2007-2013), downloadable from the following address:*

<http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=125>

10/ Storage media of data

Evaluation Phase

All information is stored electronically in a dedicated repository on ERCEA drive, which resides on the servers belonging to the European Commission / DIGIT.

Preparation and Management Phases

The versions of Workflow Manager are stored on the Oracle server handled by DIGIT, benefiting by all its security standards.

A specific office has been dedicated to the storage of the existing paper files at the level of the Grant Management Department. This office is locked and is managed by the Department Grant Management archivist. The paperless process will, in the near future, drastically reduce the storage of data on paper.

11/ Legal basis and lawfulness of the processing operation

The legal basis of the processing are:

- Art. 182 TFEU
- Art. 294 TFEU
- Decision n. 1982/2006 of the EP and the Council concerning the FP7
- Regulation (EC) n. 1906/2006 Rules of participation of undertakings, research centres and universities
- Council Decision 2006/972/EC concerning the specific programme Ideas
- Commission Decision 2007/134/EC establishing the ERC
- Commission Decision (2011/12/EU) of 12 January 2011 amending Decision 2007/134/EC establishing the European Research Council
- Commission Decision C(2007)2286 ERC rules for the submission of proposals and the related evaluation, selection and award procedures relevant to the Ideas Specific Programme
- Commission Decision (2010/767/EU) of 9 December 2010 amending Decision C(2007) 2286 on the adoption of ERC Rules for the submission of proposals and the related evaluation, selection and award procedures for indirect actions under the Ideas Specific Programme of the Seventh Framework Programme (2007 to 2013)
- Regulation (EC) n. 58/2003 laying down the statute for executive agencies
- Commission Decision 2008/37/EC setting up the ERC Executive Agency (ERCEA)
- Commission Decision C(2008)5694 delegating powers to the ERCEA

12/ The recipients or categories of recipient to whom the data might be disclosed

In line with the **FP7 umbrella notifications**, the data of Applicants are disclosed to:

- Internal authorised Commission staff, independent experts and contractors who are working on behalf of the Commission for the purposes of proposal evaluation and for selected projects under a grant agreement, to manage the operational and financial aspects of research projects within the Research Framework Programmes or other Programmes and Initiatives.
- Other structures associated with the Research Framework Programmes, other Programmes and Initiatives, such as e.g. Programme Committees, Advisory Groups, other European Institutions or Community Programmes/Bodies/Initiatives.
- Public: for projects under a grant agreement, a limited subset of data (e.g. all the contact details of the participants, total budget of the project) may be published on the CORDIS website/Europa/other dedicated Internet webpage/paper in order to provide the necessary information to facilitate contacts between interested parties and the research consortium, and may be printed for further dissemination.

In addition, if the project coordinator/leader, principal investigator (PI) or any participant in a funded project gives his

With regards the **specificities of IDEAS and ERCEA**, hereby the details:

Evaluation Phase

The recipients of this data are mainly the staff of the Scientific Department of the ERCEA, the experts of the corresponding panel and other experts involved in evaluation (shadow panel members, secondary panel members, remote referees). In addition, in particular cases, certain information may be disclosed to:

- the Scientific Council, for approval of the final ranked list
- the Grants Management Department, for the proposals selected for funding

For disseminating evaluation results the ERCEA established a specific procedure specifying which data are communicated to whom. Please, see enclosed document ARES(2011)254678 of 8/03/2011 hereby enclosed.

Preparation and Management Phases

In accordance with article II.13 of the ERC Model Grant Agreement , the identification data of the Principal Investigators and of the contact persons in the Host Institutions can be used for the implementation and the follow-up of the ERC Grant Agreements and the evaluation and impact assessment of activities of the European Union.

Detailed listings:

(i) The batch of data which might be accessed and transferred to third parties above mentioned is the following:

- Last name, First name;
- Title, Gender;
- Nationality;
- Country where the applicant is legally resident at the time of the application;
- Department/Faculty/Institute/Laboratory name;
- Phone, Mobile phone;
- E-mail, Fax;
- Address, if different from organisation address

(ii) The batch of data relating to all selected proposal/funded projects that usually is published on Cordis/Participant Portal/Europa/other dedicated Internet website/paper publications is the following:

- Project summaries
- All contacts details of participants (e.g. names, phone, fax, e-mail address, location, country, etc)

(iii) And if the project coordinator/leader or principal investigator (PI) or any other person of any participant in a funded project agrees unambiguously, the following data may be published on paper and Internet for communication purposes (and further processed for statistics/study/programme evaluation purposes by contractors or beneficiaries of a Cooperation and Support Action):

- His/her short curriculum vitae (professional contact details, education and work experience)
- His/her picture
- His/her nationality (for statistical and communication purposes - e.g. the analysis of the mobility of researchers)
- His/her age (for statistical and communication purposes - e.g. the analysis of the participation of young/elder researchers)

(iv) (The following paragraph constitutes a totally new batch of data, which differs from the standard FP7 umbrella). **Further personal data may be collected and further processed concerning the scientific staff members of a project team of a participant (i.e. the entity which signed the grant agreement), only upon unambiguous and informed consent of each concerned data subject, and for anonymous statistical studies, impact evaluation of the programme, or improvement of the funding schemes for researchers. The data that may be collected are the following ones:**

- Last name, First name
- Gender
- Nationality
- Staff category
- Year of birth
- Information on the latest higher education (degree, subject area, institution, year of award, country)
- Information on the latest post doctorate of professional station (activity, start and end dates, institution/organisation, country)
- Employment period within the funded project (start and end dates)
- Completion of the doctorate within the project (month, year, subject area).

NB: The prior agreement of each concerned data subject shall be documented by the concerned participant (i.e. the entity which signed the grant agreement) according to the model of declaration annexed to the FP7 Service Specific Privacy Statement for Applicants, to be filled in and signed by the data subject, and kept at disposal of the ERCEA by the participant for any possible verification.

In addition, some personal data may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to: (a) the Civil Service Tribunal, at its request; (b) the Ombudsman, at his request; (c) the European Data Protection Supervisor, at his request; (d) the audit and control bodies such as OLAF, Court of Auditors, ERCEA Internal Audit Office, the Internal Audit Service.

13/ retention policy of (categories of) personal data

For applicants retained for grant agreements, personal data (on papers and registered in data bases) are kept as required by the Commission's Common Retention List (SEC(2007)970) applied by analogy in the ERCEA Retention Plan, i.e. 10 years after the end of the project. For applicants which are not granted, personal data are kept for 3 years and eliminated after this period.

13 a/ time limits for blocking and erasure of the different categories of data
(on justified legitimate request from the data subject)
(Please, specify the time limits for every category, if applicable)

N.A.

14/ Historical, statistical or scientific purposes

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification,

Anonymous statistics mainly on nationality, gender, field of expertise, country of residence may be prepared also after the end of FP7.

15/ Proposed transfers of data to third countries or international organisations

Personal data of "Applicants" may be transferred to expert-reviewers of third countries and representatives of third countries associated to the Framework programmes, in view of evaluating the projects submitted by the concerned "Applicants" for possible funding (cf. articles 9.1 and 9.6.(b) of R. 45/2001).

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):

AS FORESEEN IN:

Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

as health data are collected and processed in the evaluation phase of the overall processing operation.

Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

as the cv, expertise, background, abilities, and commitment of persons are assessed.

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

as the evaluation phase aims to select and exclude persons from an IDEAS grant.

Other (general concept in Article 27.1)

17/ Comments

This notification constitutes one of the specific back office notifications foreseen by the Commission notification DPO-978 and DPO-2382 (hereof referred to as the **overall umbrella for 7th Research Framework Programme**).

OVERALL LIST OF ANNEXES:

- (1)_ARES_2011_254678_evaluation results
- (2)_a_GfA_ERC-StG-2012_06072011.doc
- (2)_b_GfA StG2011
- (2)_c_GfA AdG2011
- (3)_GuideForERCPeerReviewers_2011_July 2011
- (4)_1_WET Expert USER'S GUIDE
- (4)_2_WET SCIENTIFIC OFFICER INTERFACE
- (4)_3_WET Expert Ethics USER'S GUIDE
- (4)_4_FEEDBACK TO APPLICANTS
- (5)_Grant Preparation Forms
- (6)_ERC Model Grant Agreement_Core agreement
- (7)_ERC Model Grant Agreement_Annex II
- (8)_WFM Vision Document
- (9)_WFM Security
- (10)_Access Rights
- (11)_IT Security Plan_draft
- (12)_Draft BIA
- (13)_Guidance Note How to Prepare Grants
- (14)_Guidance note on ScC access to data_trck dp mo 29_03_11_clean
- (15)_IDEAS_SSPS_GRANTS
- (16)_IT Systems and Processes
- (17)_Rules for Submission - Commission Decision 2010/767/EU of 9.12.2010

Evaluation PhaseList of relevant annexes:

- ARES(2011)254678 – Procedure for communication of evaluation results
- Guide for Applicants
- Guide for Peer Reviewers
- Web Evaluation Tool (WET) guides

Preparation PhaseList of relevant annexes:

- Grant Preparation Forms
- ERC Model Grant Agreement: core agreement
- ERC Model Grant Agreement: Annex II
- WFM Vision Document
- WFM Security
- Access Rights
- IT Security Plan (uncompleted draft)
- Draft BIA (Business Impact Analysis)
- Guidance notes to prepare the Grant Agreement

Management Phase

List of relevant annexes:

- Grant Implementation Forms
- ERC Model Grant Agreement: core agreement
- ERC Model Grant Agreement: Annex II
- WFM Vision Document
- WFM Security
- Access Rights
- IT Security Plan (uncompleted draft)
- Guidance notes to prepare the Grant Agreement

The disclosure of documents, data and information to the Scientific Council (which currently has no legal personality and enjoys a simple status of "high level experts group" accountable towards the Commission) is governed by some arrangements detailed in the "DRAFT Guidance Note on the handling of requests of access to ERCEA's data and documents by the Scientific Council (Version 29 March 2011)" - copy hereby enclosed – aiming to:

- the protection of data subjects and confidentiality of the evaluation exercises;
- the prevention of misuse or unlawful transfer of data;
- the protection of the ERCEA assets and liability;
- the compliance with all the legal requirements related to access to documents, data and information kept by the ERCEA.

In order to sum up the main processes & systems and guide the EDPS, a chart is enclosed to this notification (as internal document – not for dissemination).

PLACE AND DATE: Brussels, XXX

DATA PROTECTION OFFICER: Donatella Piatto

INSTITUTION OR BODY: ERCEA - European Research Council Executive Agency