



Data Protection Notice for Proposal evaluation, grant management and follow-up of SMP food grants (paper based grants outside the corporate eGrants)

The European Health And Digital Executive Agency (HADEA) processes your personal data in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#) on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

What is personal data and what is a personal data processing operation?

Personal data shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal data processing operations can be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Short description of the processing activity:

Evaluation of applications, award and signature of grants.

Purpose of the data protection notice and the grounds on which it is based:

We process your personal data based on Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Text with EEA relevance).

The following information is provided as established in Articles 15 and 16 of Regulation (EU) 2018/1725.

Who is the 'data controller'?

The data controller, performing the personal data processing operation is the Head of Unit A2 EU for Health/SMP food at the European Health and Digital Executive Agency (HADEA).

Others:

European Commission:

DG SANTE is working with the grants for policy development.

DG BUDGET manages ABAC is the financial and accounting application set up by the Commission, to monitor the execution of its budget and to prepare its accounts.

DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) implements and maintain the accounting IT tool ABAC.

What personal data is collected?

The following of your personal data are collected:

We process the following data on every applicant who submits an application

- Name (first name, family name, previous family name) gender, nationality, title, function of legal representatives
- Contact information (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- Personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment).

All data are kept centrally (European Commission ABAC system), and inside HADEA.

These are **mandatory** data for the purpose(s) outline above.

Who has access to the personal data of data subjects and to whom can they be disclosed?

The recipients of your personal data will be HaDEA's staff and Commission staff (members of the evaluation committee and external experts, if any). The European Commission ABAC system's operators and internal auditors.

On a need to know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor) the European Public Prosecutor (EPPO).

Your personal data **will not be transferred** to third countries or other international organisations.

Where did we get your personal data?

From you.

What is the purpose and legal basis for processing your personal data?

The legal basis for the processing activities are:

- Article 5(a) of Regulation EU 2018/1725 because processing is necessary for the performance of a task carried out in the public interest (or in the exercise of official authority vested in the Union institution or body);

The purpose(s) of this processing is to evaluate applications, award and signature of grants.

How long do we keep your data?

The conservation of files of successful applicants including personal data is assured for ten years after the signature of the respective grant, or the end of the particular program is considered for control and audit purposes.

Data are also kept until the end of a possible audit if it started before the end of the above period.

The files of unsuccessful applicants may be retained only for five years after the end of the particular procedure to allow for all possible appeals.

In any case personal data contained in supporting documents are deleted where possible where these data are not necessary for budgetary discharge, control and audit purposes

What are your rights regarding your personal data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and in any case within **one month**.

How to withdraw your consent and the consequences of doing this

n/a

Automated decision-making

n/a

Contact details for enquiries regarding your personal data

In case of any queries concerning the processing of personal data, you may send a written request to the head of the Head of Unit A2 EU for Health/SMP food (entity acting as data controller) via: HADEA-A2-DATA-PROTECTION@ec.europa.eu

The HaDEA Data Protection Officer and the Commission DPO are at your disposal for any clarification you might need on your rights under Regulation (EU) 2018/1725 at the following e-mail address: HADEA-DPO@ec.europa.eu

You have the right to lodge a complaint

You may lodge a complaint to the European Data Protection Supervisor:
EDPS@edps.europa.eu

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