

DATA PROTECTION NOTICE – Registration, Selection and Management of Experts to be appointed as members of the Scientific Committee of the Circular Bio-based Europe Joint Undertaking 2021

Registration, Selection and Management of Experts to be appointed as members of the Scientific Committee of the Circular Bio-based Europe Joint Undertaking 2021 involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This data protection notice explains how the Circular Bio-based Europe Joint Undertaking (here after referred to as CBE JU) uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

CBE JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on Article 15 of the Regulation.

What is the purpose of the processing?

- We process your data for the purposes of registration, selection and management of external experts on the basis of calls for expression of interest. In particular, this includes:
- The establishment and maintenance of a database of external experts and delegated actors to assist the Controllers with monitoring and review of actions; opinions and advice in specific cases such as the preparation, the implementation or the evaluation of EU programmes and the design of policies;
- The selection of experts; the Controller will process personal data of the expert's appointed delegated actor in order to enable the delegated actor's access to the responsible expert's CV and application.
- The management of the expert contracts: This includes the management of private legal entity and bank account data, to be registered in the Commission Accrual Based Accounting System (ABAC);
- The management of the reimbursement of expenses (reimbursement or contributions to travel and subsistence expenses, etc.);
- A limited subset of personal information might be used for related communication activities, including surveys.

Which personal data do we process?

Personal data:

- Profession
- Financial information

¹ Regulation (EU) N° 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 (“EUDPR”).

- Education
- Personal details

Why do we process your personal data and under what legal basis?

Personal data:

- Explicit consent Article 5 d) of Regulation 2018/1725
- Legal obligation Article 5 b) of Regulation 2018/1725
- Public Interest Article 5 a) of Regulation 2018/1725

Who is the controller and other actors involved in the processing?

Controller: The CBE JU, legally represented by Philippe Mengal, Avenue Toison d'Or, 1060 Brussels

How is CBE JU processing the personal data?

See https://www.bbi-europe.eu/sites/default/files/documents/Legal%20and%20Privacy%20Notice%20BBI%20JU%20website_2019.pdf for more information.

How do we protect and safeguard your information?

- Staff dealing with this processing operation is designated on a need-to-know basis.
- Data kept according to the security measures adopted by the European Commission.
- Access control and technical measures such as physical locks and/or secure connections and firewalls.
- Standard clause for the processing of personal data included in the contract.
- Premises abide by the European Commission's security decisions and provisions.

Who can access to your personal data and to whom is it disclosed?

The following might have access to your personal data:

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- Other: Designated CBE JU staff members
- Other: Experts assisting the selection Committee
- Other: Selection committee designed by the Governing Board

What are your rights and how can you exercise them?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of EU DPR Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to the CBE JU Data Protection Officer at DPO@cbe.europa.eu.

How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent at any time by sending a written request to the above-mentioned email address. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

Possible restrictions as laid down in Article 25 of the EU DPR Regulation can apply.

How long is the data retained?

- For selected experts: 2 years after the end of the of the particular programme on which they provided their services; For non-contracted experts (who have completed their profile): 2 years after the end of the concerned particular procedure for possible appeals. The personal data of delegated actors is retained for the duration of his/her appointment by the expert, in any case no longer than the retention period of the delegating expert. Legal Entity (LE) Files and Bank Account (BA) Files are also stored in the Accrual Based Accounting (ABAC), for which the retention policy is indicated in the corresponding record. Supporting documents relating to budget implementation are kept for at least five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate. The personal data contained in this type of supporting documents shall be deleted when those data are not necessary for budgetary discharge, control and audit purposes. years: Personal details, Education, Financial information, Profession

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the CBE JU at DPO@BBI.europa.eu, and

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>

Additional information

More information on Data Protection at the CBE JU can be obtained in the Data Protection Register and in the privacy notices published in the CBE JU web site.