



## Data protection notice for processing of personal data in the context of funding and grant management for EJN operational regional and national meetings and EJN Plenary meetings

### 1. Context and Controller

As the EJN Secretariat collects and further processes personal data, it is subject to Regulation 2018/1725. Collection and processing of personal data in the context of funding and grant management for EJN operational regional and national meetings and EJN Plenaries meetings are under the responsibility of the Controller, who is the Secretary to the European Judicial Network and can be contacted by using the following e-mail address: [EJN@eurojust.europa.eu](mailto:EJN@eurojust.europa.eu).

### 2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?

#### *Legal basis of the processing*

The legal basis for the processing operations on personal data is Regulation 2018/1725 in particular Article 5(1)(a) or (d) and Regulation (EU, Euratom) 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, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012,<sup>1</sup> (hereafter "the Financial Regulation") in particular Articles 180-205.

#### *Specific purpose of the processing and technical means*

Personal data are collected and further processed for the purpose of the management and administration of the grant procedure carried out by the European Judicial Network Secretariat, for EJN operational regional and national meetings and EJN Plenaries meetings

Your personal data are provided through the submission of your application via a dedicated email ([Ejn-grants@eurojust.europa.eu](mailto:Ejn-grants@eurojust.europa.eu)) or on paper.

The information is processed by Eurojust post holders and transferred to an isolated secure system (Data Management System) under the responsibility of the Controller.

#### *Types of personal data*

Personal data collected and further processed concern the applicant (EJN Regional and National meetings) and / or the beneficiary (EJN Regional and National meetings and EJN Plenary meetings).

Information can relate to the following data:

- a) Identification data: name, surname;

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<sup>1</sup> OJ L 193 of 30.7.2018, p.1 [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2016.119.01.0001.01.ENG](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG)

- b) Function;
- c) Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- d) Financial information including, bank account details (IBAN and BIC codes), name, surname and address of account holder;
- e) Signature;
- f) Declaration on honour;
- g) Evaluation of applications in evaluation reports.

### 3. Who has access to your personal data and to whom is it disclosed?

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- a) Eurojust post holders participating in the Grant procedure (evaluation committees, award decisions, financial and legal – grant agreement – commitments, payments). Access restrictions apply based strictly on need to know basis.
- b) Bodies charged with a monitoring, checks audit and investigation or inspection tasks in application of European Union law (e.g. internal audits, European Court of Auditors and EPPO, European Anti-fraud Office – OLAF, EU Ombudsman, the European Data Protection Supervisor, and in case of litigation, data may be transferred to the European Court of Justice)
- c) Other EJM contact points, in case you are awarded a grant, may access the meeting report published in the restricted area of the EJM website.

### 4. How do we protect and safeguard your information?

All Eurojust post holders participating in the evaluation committees sign a "Declaration of absence of conflict of interests and of confidentiality".

To ensure security of processing data, Eurojust also provides that that access to the grant documentation is restricted to Eurojust personnel who is involved in the grant procedure.

### 5. How can you verify, modify or delete your information?

In case you wish to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please make use of the following email address: [EJM@eurojust.europa.eu](mailto:EJM@eurojust.europa.eu) by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

Identification data of individuals can be corrected at any time. In the context of the grant procedure, factual data can only be rectified or updated up to the submission deadline. Information that would change the nature of the grant application cannot be changed after the submission deadline, since this would compromise the evaluation and award procedure. Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the eligibility and selection criteria of the grant and lead to rejection.

### 6. How long do we keep your personal data?



We keep personal data related to Grant files for a maximum period of 7 years after the date of the final payment. Storage of personal data extended beyond this period may be justified for audit purposes, should one started before the end of the above-mentioned retention period.

## 7. Contact information

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation 2018/1725.

Any such request should be directed to the Controller, by using the following e-mail address: [EN@eurojust.europa.eu](mailto:EN@eurojust.europa.eu) by explicitly specifying your request.

You may also contact the Data Protection Officer of Eurojust via email: [dpo@eurojust.europa.eu](mailto:dpo@eurojust.europa.eu).

## 8. Recourse

You have the right to lodge a complaint to the **European Data Protection Supervisor** ([https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en)) if you consider that your rights under Regulation 2018/1725 have been infringed as a result of the processing of your personal data.