General Data Protection Regulation Compliance

The COORDINATE project partners are subject to the EU General Data Protection Regulation (GDPR) which came into force on 25th May 2018. Data that is collected and processed for the purposes of facilitating and administering Transnational Access Visits (TAV) is therefore subject to GDPR. Each organisation involved in the provision of TAV is responsible for their own use and management of data in relation to TAV projects at their infrastructure. Overall management of COORDINATE TAV is provided by the University College Dublin in Ireland. Other partner organisations of the COORDINATE consortium will also be involved in processing data relating to TAV projects to fulfil their obligations. This includes the host organisations, ZRS in Slovenia (manager of the Web application system), MMU (Overall project coordinator), ZRS in Slovenia(responsible for dissemination) and Selection Panel members.

Personal Data

In order to properly manage the application, selection, monitoring and evaluation processes for COORDINATE TAV projects, it is necessary for some personal data to be requested and processed as set out below. TAV applicants are required to submit personal data as part of the application process. The data is required for the purposes of identification of the applicant(s); communication with the applicant(s), and the reporting of funded projects to the European Commission (EC).

This data is (for each applicant):

- Name
- Organisation affiliation
- Gender
- Researcher category
- Highest degree held (Bachelor's/Master's/Doctorate)
- E-mail address

Some of this personal data may be made publicly available for the purposes of reporting the project results and fostering an open research environment, i.e. name and organisation affiliation. The remaining personal data collected will be treated as confidential. Aggregated anonymised personal data may be used in project reports and publicity to demonstrate compliance with TAV policies and selection criteria.

For applicants who are unsuccessful in applying for COORDINATE TAV, all personal data will be considered confidential and will not be used or passed to any other parties (although may be aggregated and anonymised for the purpose of producing statistical analysis).

Additional personal data will also be requested on the application form, i.e. CV information such as qualifications and current career position. This is used for the purposes of evaluating the research proposals with respect to experience, capacity and support. This data will be treated as confidential.

We will use the contact information you provide in your application to communicate with you about the selection process and your application.
Non-Personal Data

Non-personal data provided at the application stage or generated during the processing and execution of a TAV project will generally be regarded as confidential. Where required, such data may be shared with the EC. Data may also be aggregated and shared publicly.

Confidentiality, Data Use and Data Sharing

In order to process applications, it is necessary that all the data provided by the applicant is transferred between COORDINATE Partners (e.g. organisations and countries) and is also shared with Members of the Selection Panel.

Confidential and personal data will only be shared with reviewers directly involved in the review process for each individual application, with access removed once the application process is complete.

Data provided for the purposes of applying for COORDINATE TAVs will only be used for this purpose and will not be passed on to third parties unless required for legal or other contractual purposes.

All partner organisations are signatories to an agreement that includes extensive expectations concerning maintenance of confidentiality and protection of privacy where appropriate. Individuals who are not employed by a COORDINATE partner organisation but who require access to confidential and personal data for the purposes of evaluating applications are required to sign separate undertakings of confidentiality.

Data Security

All submitted data will be held on computer systems that meet local requirements for data security, which generally include password-controlled access and frequent data encryption. Personal and confidential data will not be transmitted directly by unencrypted e-mail.

The COORDINATE application system is hosted at https://www.coordinate-network.eu/apply-for-a-visit. Data is downloaded from there to a UCD server and then individual applications and CVs etc. are shared with relevant reviewers and Selection Panel Members using the UCD Google Drive.

Data Access and Deletion

Under GDPR data subjects (i.e. named applicants or reviewers) may request a copy of any personal data held by the University College Dublin or any Partner Organisation and may object to its processing, request the correction of any errors, or under some circumstances request its deletion. Such requests will be approved providing there are no overriding legal or contractual reasons to prevent this. Where necessary such requests will be referred to the appropriate GDPR Data Protection Officer (where applicable) to assist with resolution. If the request is not dealt with to the satisfaction of the applicant, the case may be referred to the European Data Protection Supervisor (EDPS).

Full deletion of personal data will be carried out once the information is no longer legally or contractually required to be held in accordance with the relevant organisation's data deletion policy.
Consent

It is a requirement of GDPR that all data subjects (TAV applicants, collaborators, and Selection Panel Members) give explicit consent to the storage and processing of their personal data. A separate Data Processing Consent Form is therefore provided and this must be completed by each individual named on a TAV application. These should be attached to the online TAV application.

Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult the UCD’s data protection webpages at https://www.ucd.ie/gdpr/. If you need further assistance, please contact the University’s Data Protection officer:

Office of the DPO

Roebuck Castle

University College Dublin

Belfield, Dublin 4, Ireland

Email: gdpr@ucd.ie

How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioners Office at 6 Earlsfort Terrace, Dublin 2, D02 W773 (https://www.oic.ie/).

Further information

1. Information on GDPR and its implementation is available from: https://gdpr.eu/

2. All TAV projects will be subject to the Research Access and Research Data Management Policies of the host Infrastructure and as guided by the EU Charter for Access to Research Infrastructures (https://ec.europa.eu/info/research-and-innovation/law-and-regulations_en)


DISCLAIMER: This document has been compiled based on readily available information about GDPR. If applicants are concerned about the storage and use of their personal information by the COORDINATE project, they should seek qualified legal advice.