

Record of processing activities regarding the use of the EIT Data Portal at the European Institute of Innovation and Technology (EIT)		
Nr	Item	Description
1	Reference number	DPO-74
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the EIT Director.</p> <p>Contact e-mail: EIT-KIC-Operations@eit.europa.eu</p> <p>Contact e-mail of the Data Protection Officer: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	The purpose of processing personal data is to enhance efficiency of grant management at the EIT through the use of the EIT Portal, specifically by optimising data collection, validation, approval, export, and document repository operations.
4	Categories of data subjects	<p>The data subjects are the:</p> <ul style="list-style-type: none"> • staff of the start-up grant beneficiaries and other participants (start-up coordinator, consortium members, affiliated entities, subcontractors): e.g. legal representatives, contact persons and other staff members; • staff of the grant beneficiaries and other participants (KIC Legal Entity (LE), KIC partners, affiliated entities, as well as third parties like subcontractors, subgrantees etc.): e.g. legal representatives, contact persons and other staff members; • the subcontractors and subgrantees themselves in case they are natural persons; • participants engaged in degree (students) and non-degree training programs, graduates. <ul style="list-style-type: none"> • EIT staff (including interims and trainees.)

5	Categories of the personal data processed	<ul style="list-style-type: none"> • First name, last name • Gender • E-mail • Country • City • Address • PIC • Signature • EIT login credentials (EIT login accounts both for internal users and external users) • other incidental and unsolicited data, including special categories of data - data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation may be received only in as much as this data appears spontaneously in the CV, photos, biographies provided by the data subjects.
6	Categories of data recipients	<p>Within the EIT:</p> <p>The personal data of the data subjects is processed by the EIT authorised staff on the "need to know" basis.</p> <p>Within the Commission and other EU institutions/bodies/agencies:</p> <p>The authorized staff that may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).</p> <p>Access to the personal data may be granted also to the European Ombudsman and the European Data Protection Supervisor upon request, the General Court and the European Court of Justice to the extent necessary for handling the review procedure and litigation.</p>

		<p>Third parties subject to the GDPR³ and third parties not subject to the GDPR:</p> <p>Exceptionally and if necessary, personal data concerning grant implementation may be disclosed to <i>external lawyers (advocates), IT contractors</i> subject to the GDPR for specific and limited purposes only.</p> <p>EIT has concluded with the IT contractor UNISYSTEMS the Framework Contract EIT/2023/OP/0002⁴ with the purpose of facilitating the EIT Portal development. The personal data may be disclosed to the designated staff of IT contractor, that are bound by non-disclosure declarations.</p>
7	Time limit storage	7 years
8	If applicable, transfers of personal data to a third country or to international organisation (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)	N/A
9	General description of the technical and organisational security measures	<p>Organisational measures: include granting access to the personal data solely to authorised persons with a legitimate need-to-know for the purposes of this processing operation; providing learning trainings.</p> <p>Technical measures: appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access; all personal data in electronical format is stored on the secured servers.</p>

10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Please consult the Data Protection page on the EIT's website: https://eit.europa.eu/who-we-are/legal-framework/data-protection
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