

Personal data protection statement – Joint BELSPO-NRF Call for Networking proposals 2022

This privacy policy provides you with detailed information relating to the protection of your personal data by the Federal Public Planning Service Science Policy (BELSPO) and the National Research Foundation South-Africa (NRF). The main purpose is to inform you which categories of personal data we use, the reasons why we use and share such data, how long we keep it and how you can exercise your rights for this processing.

BELSPO and the NRF act as joint controller for the data processing activities in the frame of the **Joint BELSPO-NRF Call for Networking proposals 2022 (BELSPO/NREF Call 2022)**.

Your personal data are protected in accordance with the **European Regulation 2016/679** of the European Parliament and of the Council of 27 April 2016 (entered into force on 25 May 2018) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and with the **Belgian law** of 30/07/2018 on the protection of the privacy with regard to the processing of personal data.

1. The purposes and lawfulness of the processing

In the framework of the "**BELSPO/NREF Call 2022**" personal data are collected and processed in order to:

- communicate and transfer information in the context of this call for proposals;
- manage, coordinate, promote and validate projects;
- coordinate and consult networks of experts, for evaluation of project proposals;
- manage the advisory and strategic committees;
- conclude and manage contracts for the selected projects.

Data are also collected and processed:

- for statistical and dissemination purposes;
- to improve the quality of our services.

BELSPO and NRF justify the lawfulness of the use of your personal data in the framework of this processing by:

- the performance of a task carried out in the public interest or in the exercise of official authority vested in both BELSPO and NRF;
- the necessity for the performance of an agreement;
- the consent you have given, via the application form, for the concerned processing (transfer of personal data to non-EU experts and non-EU program-partners for project evaluation purposes, publication of professional contact information on our website or other communication channels, ...).

2. Processed data in the framework of this processing

BELSPO and NRF collect and use only personal data that are necessary in the framework of this processing. We are processing the following categories of data:

- identification information (name, surname, IP address);
- contact information (postal and e-mail address, phone number);
- education and employment information (e.g.: level of education, employment, employer (name, type, website), function, expertise, labour contract, estimated full time yearly, monthly cost, estimated months on the project);
- financial data (bank account details);
- data from your interactions with BELSPO/NRF through our websites, our ICT applications, calls, e-mails, interviews, ...

3. How do we collect your personal data?

The data are directly obtained from you (surfing on BELSPO or NRF websites, when you fill in forms related to calls for proposals or via e-mailing, or when you contact us)

4. Cookies

Cookies are small information files that are automatically recorded by your own browser on your computer or mobile device, such as your choice of language on a website. For more information over how this website uses cookies, please consult our cookies policy.

5. Who do BELSPO and NRF share your personal data with?

In general, the data we process about you are treated as confidential by the concerned services of BELSPO and NRF.

Otherwise, personal data are transferred only to the institutions that are authorised to receive these data when required by law. Nor BELSPO, nor NRF will disclose personal data to third parties for direct marketing purposes.

In order to fulfil the above-mentioned purposes, BELSPO and NRF more specifically share your personal data with:

- The experts formally designated to evaluate your project;
- Members of evaluation committees for the evaluation of your project;
- The other principal investigators of your project, as well as the rectors and/or directors and/or CEO of your institution.

Any transfer of personal data outside the European Union will be carried out only with the guarantees required by the European Regulation on the Protection of Personal Data EU 2016/679.

6. Storage duration

The personal data are retained for a period not exceeding than necessary for the purposes for which it is processed in compliance with legal, regulatory, contractual delays or with the provisions of the State Archives of Belgium. In exceptional circumstances, such as legal proceedings, your personal data may be stored for a longer period of time.

For experts: termination of assignment to evaluate research proposals

For selected projects:

For Applicants, researchers on projects & Representatives: until the end of the projects related to the concerned call

For non-selected projects:

For applicants, researchers on projects & representatives of your institutions : up to 7 months after the official notification of non-selection of the project .

7. Security

BELSPO and NRF guarantee the security (integrity and confidentiality) of your personal data. It is protected against unauthorised access, unauthorised use, loss and unauthorised changes.

To this end, BELSPO and NRF use security methods and procedures that we will not describe in detail here for security reasons.

Please note: appropriate physical, technical and organisational measures are taken to guarantee a level of security that is appropriate with regard to the risks.

8. What are your rights and how can you exercise them?

Right to access

You can obtain information relating to the processing of your personal data, and a copy of such personal data

Right to rectification

Where you consider that your personal data are inaccurate or incomplete, you can require that such personal data be modified accordingly.

Right to object

You can object to the processing of your personal data, on grounds relating to your particular situation.

It is not possible for you to use your right of objection for the processing of personal data done by BELSPO and NRF on a legal basis. If your personal data are processed in the framework of the performance of a task carried out in the public interest or in the exercise of official authority vested in BELSPO or NRF, you can exercise your right of objection unless there are legitimate and compelling grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defense of legal claims.

Right to erase

Under certain grounds, you can require the deletion of your personal data unless the concerned processing is necessary for the compliance with a legal obligation or for the performance of a task carried out in the public interest or in the exercise of official authority vested in BELSPO or for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Right to restriction of processing

You can request the restriction of the processing of your personal data when you exercise your right of objection, when you consider that your personal data are inaccurate, when their treatment is unlawful, or when you need it for the establishment, exercise or defense of your legal rights.

Your application/request will be processed within 30 calendar days. If your application is complex or if our department has to deal with a large number of applications, that period may be extended by 60 days.

Please send an e-mail or letter to our Data Protection Officers together with a scanned copy or paper copy of your identity document containing your signature to the following address in order to exercise your rights:

By e-mail:

BELSPO
dpo@belspo.be

By post:

BELSPO
Public Planning Service Science Policy
Data Protection Officer - Chairman's Services
WTC III Simon Bolivarlaan 30 Box 7 Boulevard
Simon Bolivar
B-1000 Brussels

By e-mail:

NRF
M.Meyer@nrf.ac.za

By post:

NRF
National Research Foundation
PO Box 2600
Pretoria
0001
South Africa

9. Complaints

If you consider that BELSPO or NRF have not processed your personal data in accordance with the applicable regulations, you are entitled to lodge a complaint with the Data Protection Authority:

Data Protection Authority (Belgium)

Persstraat35 - Rue de la Presse 35 1000 Brussels E-mail: contact@apd-gba.be

10. Contact

Should you need more information about our data protection policy, please contact our data protection officers:

By e-mail:

BELSPO
dpo@belspo.be

By post:

NRF
M.Meyer@nrf.ac.za

BELSPO

Public Planning Service Science Policy
Data Protection Officer - Chairman's Services
WTC III Simon Bolivarlaan 30 Box 7 Boulevard
Simon Bolivar
B-1000 Brussels

NRF

National Research Foundation
Data Protection Officer
PO Box 2600
Pretoria
0001, South Africa

11. Update of this personal data protection statement

In a world of constant technological changes, we may need to regularly update this privacy policy: the latest version of this policy is available online on this web application of the **BELSPO/NREF Call 2022**" or on demand.

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