

Appendix 1: Essential elements of the means

Categories of data subjects	Categories of personal data	Purpose of processing	Means of processing	Who is responsible for data collection and processing?	Recipients/Categories of recipients
Coordinators and team members in submitted proposals	General data, professional data, unpublished research results, contractual data, other.	The data of the applicants is used to ensure a proper evaluation process in the LUKE Joint Call, namely: • to communicate about the application process and results of the call, • to allow participating funding organisations to perform an eligibility check of the applicants, • to evaluate the proposals and consortia (by external reviewers), • to share the evaluation results of the proposals with the Call Steering Committee, with the external observers and with the	<u>Means of collection:</u> Submission of application forms through PT-Outline. Personal data required for the submission, eligibility check, evaluation and administration of the call are processed as necessary for the performance of the LUKE Joint Call and, depending on the respective Joint Controller, on the basis of public-interest tasks or legitimate interests. Consent collected via PT-Outline, if any, shall be limited to optional processing activities that are not necessary for the submission, eligibility check, evaluation or administration of the call.	<u>Collection:</u> DLR (for PT-Outline), Joint Call Secretariat. <u>Processing:</u> Each Controller will process personal data of its national applicants. Joint Call Secretariat, Call Steering Committee, Scientific Evaluation Committee and external reviewers will process personal data of all the applicants. <u>Storage:</u> DLR (for PT-Outline), Joint Call Secretariat (for downloaded data), each controller for data forwarded via email	All Joint Controllers; members of the Scientific Evaluation Committee, external reviewers (data transfer will be regulated via an additional agreement, e.g. declaration of conflict of interest, non-disclosure agreement))

		Scientific Evaluation Committee • to award funding if the application is successful, • to perform analysis on the submitted proposals.	<u>Processing through:</u> Excel files gathering all the information, circulation among Call Steering Committee members via encrypted Email, LUKE Sharepoint Direct access to PT-Outline for the evaluators will be organised by the Joint Call Secretariat <u>Storage:</u> Stored on the PT-Outline, secured online storage and in secured computers.		
Coordinators and team members in selected projects	General data, professional data, contractual data, other.	Personal data of the selected researchers is needed to: • communicate with the researchers selected for funding about their awarded project, • allow funding organisations to contact the selected applicants to elaborate funding contracts, • organise follow-up events,	<u>Means of collection:</u> Submission of application forms through PT-Outline, e-mails and Excel files. Personal data required for the administration of selected projects, including communication, funding preparation, monitoring, reporting and evaluation, are processed as necessary for these purposes and, depending	<u>Collection:</u> Joint Call Secretariat, Call Steering Committee. <u>Processing:</u> Joint Call Secretariat, Call Steering Committee, all Joint Controllers. <u>Storage:</u> Joint Call Secretariat, Call Steering Committee	All Joint Controllers

		including net-working workshops, • perform monitoring and evaluation of the funded projects, • develop brochures presenting the selected projects and their outputs, • present and disseminate public statistics of the LUKE Joint Call	on the respective Joint Controller, on the basis of public-interest tasks or legitimate interests. Consent, if any, shall only be requested for optional publications or dissemination activities and for optional general data that researchers agree to make publicly available. <u>Processing through:</u> Excel files gathering all the information. <u>Storage:</u> Stored in secured online storage and secured computers.		
Reviewers of proposals, including Scientific Evaluation Committee (SEC)	General data, professional data, contractual data, other types of personal data (e.g. bank data for travel reimbursement)	The data of the external reviewers is used to: • Select and invite the most qualified Peer Review Panel members to evaluate the proposals of the LUKE Joint Call,	<u>Means of collection:</u> Excel-lists with suggested reviewers from Joint Call Secretariat, and emails, where applicable, registration via PT-Survey. <u>Processing through:</u> Evaluation of the relevance of reviewers'	<u>Collection:</u> All Joint Controllers may provide the Joint Call Secretariat with personal data of potential external experts and SEC members and obtain information via encrypted emails. Most of the	All Joint Controllers

		• Assign them applications to review, • Collect their evaluation • Organise the SEC meeting (e.g. travels, travel reimbursement)	profiles to evaluate project proposals on the PT-Outline platform. Information required for the identification, selection and invitation of potential external experts/evaluators may also be collected and processed via PT-Survey. Excel files gathering the necessary information and forms completed by external experts and SEC members, including declarations on conflict of interest and non-disclosure agreements. Personal data required for reviewer selection, assignment of proposals, collection of evaluations, SEC participation and related administration are processed as necessary for these purposes and, depending on the respective Joint Controller, on the basis of public-interest tasks,	collection of these personal data will be realised by the Joint Call Secretariat <u>Processing:</u> DLR-PT for PT-Outline, Joint Call Secretariats, Call Steering Committee Other types of personal data (e.g. bank data for travel reimbursement) will only be collected, processed and stored by those Joint Controllers that need them for performing specific tasks. <u>Storage:</u> DLR (for PT-Outline), Joint Call Secretariat (for downloaded data), each controller for data forwarded via email	
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Employees of the funding agencies pursuing the LUKE Joint Call	General data, professional data	Main purposes pursued: • Implementation of joint activities of LUKE, including the LUKE Joint Call. • Internal communication	<u>Means of collection:</u> Encrypted emails and LUKE Sharepoint <u>Processing through:</u> Excel files; LUKE Sharepoint <u>Storage:</u> Secured email servers, LUKE Sharepoint; online storage and secured computers.	<u>Collection:</u> All Joint Call Secretariat participants, the work package and task leaders responsible of the organisation of the different LUKE activities <u>Processing:</u> each Joint Controller. <u>Storage:</u> DLR (for LUKE sharepoint), each Joint Controller	All Joint Controllers