

PRIVACY NOTICE – Prizes (record reference number: 38)

Prizes involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This privacy notice explains how the SESAR JU uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

SESAR JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on articles 14 to 16 of the Regulation.

What is the purpose of the processing?

- Selection, award and payment of prizes
- Participation in on-site or virtual award ceremony
- Publicity activities related to the promotion of the prize

Which personal data do we process?

- Participants have to complete the [legal entity form](#), which contains: name, surname, date, place and country of birth, passport, ID or driving licence number, address, phone and email and if applicable business name, VAT and registration number and place of registration
- The winner of the prize has to fill in the [financial identification form](#), which contains inter alia account name, IBAN, BIC, bank name and the shortlisted applicants, in cases when reimbursement of travel expenses to the award ceremony are foreseen in the contest rules
- Education details such as copy of diplomas/student certificates, extracts of publications/papers, recommendations, thesis, scientific achievements and references and details of the supervisor of the Bachelor, Master or PhD Thesis
- Extracts of judicial records

Under what legal basis do we process your data?

- Prize procedures are covered by decision of the Administrative Board, ref. ADB (D) 21-2019 of 9 October 2019 (the “SJU Financial Rules”) and therefore processing of personal data is necessary for the exercise of the SJU tasks (article 5 (a) Regulation 2018/1725) and by Regulation 2018/1046 on the financial rules applicable to the general budget of the Union and therefore processing is necessary to comply with a legal obligation to which the SJU is subject (article 5 (b) Regulation 2018/1725).
- Processing of personal data for communication purposes is performed only upon explicit consent (article 5 (d) of Regulation 2018/1725)
- Processing of judicial records is based on article 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law)

¹ Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (“EUDPR”).

Who is the controller and other actors involved in the processing?

Controller: The SESAR JU, legally represented by Florian Guillemet, Avenue Cortenbergh 100, 1000 Brussels

How is SESAR JU processing the personal data?

Applicants for a prize send their application electronically to the dedicated SJU functional mailbox.

The following documents, part of a prize application may contain personal data:

- Application Form including a description of the scientific achievements and the necessary references and details of the supervisor/tutor of a Bachelor, Master or PhD Thesis
- Declaration on honour
- Copy of Diplomas/student certificates
- Legal entity form
- Extracts of publications/papers, recommendations and the thesis referenced in the Application form
- Official ID or a residency permit (or equivalent document)

The evaluation of applications will be carried out in three consecutive phases:

- 1) **Administrative phase** - by SJU staff members.
- 2) **Award phase** – by an evaluation panel composed by SJU staff members or/and experts of the SJU Scientific Committee providing the SJU Executive Director (ED) with a ranking of short-listed applicants. Applicants which are requested by the evaluation panel shall send an original declaration on honour, and the documentary proofs (originals and recent), including, for example: a recent extract from the judicial record, documents providing evidence that demonstrates payment of all taxes and social security contributions. The ED makes the final decision on the shortlisted applicants and the prize winner.
- 3) **Post-award phase** - The winner(s) sends a financial identification form and as a next step the signed letter accepting the award.

Publication of participants' personal data upon consent:

The SJU may publish upon consent of applicants, in whatever form and on or by whatever medium, the following information:

- a) the name of the short-listed applicants;
- b) the general purpose of the activities of the short-listed Applicants and/or the winner in relation to the award of the Prize in the form of the summary provided by the short-listed Applicants and/or the winner;
- c) the geographic location of the activities carried out.
- d) videos or other promotional material from the award ceremony
- e) present their research at SESAR JU events

The name of the winner and amount of prize awarded shall be published according to article 207(5)(1) of the Financial Regulation².

See <https://www.sesarju.eu/dataprotection> for more information.

² 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

How do we protect and safeguard your information?

- Staff dealing with this processing operation is designated on a need-to-know basis
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- Obligation of confidentiality of the staff
- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned
- Signature of absence of conflict of interest
- A paper copy is made and saved in a paper file. The paper file is archived in a locked cupboard.

Who can access to your personal data and to whom is it disclosed?

The following might have access to your personal data:

- Designated SJU staff members
- European Commission: Financial Identification Form and Legal Entity Form of the awarded are transmitted to the European Commission in order to be included in the third party file of the ABAC System for electronic transactions.
- The general public: In case the SJU shall publish the information mentioned above in the description of processing

What are your rights and how can you exercise them?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of the Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to youngscientist@sesarju.eu.

Data subjects have the **right to withdraw their consent** at any time by sending a written request to the above-mentioned email address. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

The content of these rights is detailed in the [Data Protection Notice page in SJU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and edps@edps.europa.eu, and SJU DPO sju.dataprotection@sesarju.eu) as well as detailed information on the exercise of the rights.

Possible restrictions as laid down in Article 25 of the Regulation and the upcoming SJU decision on restrictions may apply.

How long is the data retained?

- Data regarding non-selected applicants are kept for 5 years

- Data regarding short-listed applicants and winners are kept for 10 years
- Declaration of honour and its supporting documents are deleted after 2 years

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SESAR JU at sju.data-protection@sesarju.eu *and*
- the responsible team at youngscientist@sesarju.eu

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>

Additional information

More information on Data Protection at the SESAR JU can be obtained in the [SJU register of data processing operations](#). There is a specific section on data protection in the prize contest rules and a hyperlink leading to the [SJU website section](#), where the relevant privacy notice can be found.