

PRIVACY NOTICE – Prizes

(records reference number: 38 and 15 & 51 for the ceremony)

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?

- Reply to potential applicants’ questions during the submission phase.
- Contact the applicants via clarification requests, asking to provide missing documents or clarify their applications during evaluation phase.
- Evaluate the applications and inform applicants of the results of evaluations.
- Allow access to on-site and/or virtual award ceremonies.
- Make reimbursement of travel expenses (if applicable) and payments of the actual monetary prize.
- Enable participation in publicity activities that relate to the announcement and promotion of the prize.

Which personal data do we process?

- Personal details: name, surname, date, place and country of birth, country of residence, passport, ID, address, phone and email and if applicable business name, VAT and registration number and place of registration.
- Education & Training details: copy of Diplomas/student certificates, extracts of publications/papers, recommendations, thesis, scientific achievements and references and details of the tutor of the Bachelor, Master or PhD Thesis, the general purpose and geographic location of the research activities.
- Financial information: account name, IBAN, BIC, bank name, the amount of the prize; possibly – proof of payment of taxes and social security contributions (if specifically asked by SESAR 3 JU as proof to DoH)
- Extracts of judicial records (if specifically asked by SESAR 3 JU as proof to DoH)
- Photos and videos taken by the SESAR 3 JU either in preparation of the award ceremony or during the award ceremony – Subject to different records

Under what legal basis do we process your data?

- To carry out a task in the public interest or in the exercise of the tasks of the SESAR 3 JU in line with GB(D)01-2021 (the “SESAR 3 JU Financial Rules”)
- To comply with a legal obligation to which the SESAR 3 JU is subject, such as Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union. Particularly:

- Art 207(5) of the Financial Regulation¹ requires the name of the winner and amount of prize awarded to be published.
 - Art 207(1)(h) and (g) require arrangements to be put in place for the payment of prizes and the amount of the prize.
 - Art 207(1)(c) further requires the specification of exclusion criteria and the grounds for rejection, for which the extracts of judicial records are needed.
- Data subject has given consent: Where shortlisted candidates are invited to participate in an event organised in the context of the prize, personal data may be processed for event management and communication purposes (e.g. registration to the event, publication of photos or videos). Such processing is based on the data subject's consent and is covered, where applicable, by the relevant record on registration to and event management (e.g. R-S3JU-15 and R-S3JU51).

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

Controller: The SESAR 3 JU, legally represented by Andreas Boschen, Rue de la Fusée 96, 1130 Brussels

How is SESAR JU processing the personal data?

Applications are submitted by email to a functional mailbox in the form of ZIP file(s). Each application package is structured in two separate files:

- **Scientific file**, containing documents related to the evaluation of the applicant's scientific merits (e.g. application form, thesis, publications and similar);
- **Administrative file**, containing documents necessary for eligibility and exclusion verification and for the preparation and implementation of the financial award (e.g. identification forms (legal entity and bank account), copy of ID/passport, residence permit, declaration of honour, diplomas, university certificates and similar).

More specifically, the evaluation of applications will be carried out in three consecutive phases:

- 1) **Administrative phase** – conducted by SESAR 3 JU staff members, appointed/designated for that purpose by the Executive Director.
- 2) **Award phase** – conducted by evaluation committee members, composed of SESAR 3 JU expert staff members or/and independent external experts, selected from Horizon Europe data base, providing the SESAR 3 JU Executive Director with ranking of short-listed applicants. The evaluation committee members are appointed by the Executive Director. The Executive Director makes the final decision on the short-listed applicants and the prize winner in a specific decision.
- 3) **Post-award phase** - the winner(s) send(s) a signed letter accepting the award. SESAR 3 JU proceeds with the payment.
- 4) **Publication of the winner(s).**

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

¹ 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
- Data kept according to the security measures adopted by the European Commission
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- Obligation of confidentiality of the staff
- Automated system (Grants management)
- 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

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

The following might have access to your personal data:

- Designated SESAR JU staff members: Legal and Procurement team and members of the evaluation committee, members of the finance and grant management teams, relevant Heads of Units and the Executive Director.
- European Commission: Identification form (legal entity and bank account) of the short-listed and the awarded individuals are transmitted to the European Commission for payment purposes.
- The general public: In case the SESAR JU 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 SESAR 3 JU DPO sju.dataprotection@sesarju.eu) as well as detailed information on the exercise of the rights.

Possible restrictions to data subject's rights may apply as foreseen in Article 25 of the Regulation, as laid down in Decision GB(D)06-2021 on *Internal rules concerning the restrictions of certain rights of data subjects in the framework of the functioning of the SESAR 3 JU*, available in the [Official Journal](#) in

How long is the data retained?

Retention periods are defined based on the outcome of the selection procedure:

- Data regarding non-selected applicants are kept for a maximum period of 5 years.
- Data regarding short-listed and winners are kept for a maximum period of 10 years.
- Declaration of honour supporting documents (if requested) 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: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium.