

Verpflichtungserklärung zur Einhaltung des Datengeheimnisses

(MITARBEITER/INNEN DES AUFTRAGGEBERS, DELEGIERTE, EXPERTINNEN, NCPs)

Der/die Unterfertigte verpflichtet sich, alle personenbezogenen Daten, die ihm/ihr im Rahmen des „**EU-Performance Monitoring für FTI**“ von der Österreichischen Forschungsförderungsgesellschaft mbH (FFG) zur Verfügung gestellt werden und die nicht öffentlich zugänglich sind, unbeschadet sonstiger gesetzlicher Verschwiegenheitspflichten, geheim zu halten, soweit kein rechtlich zulässiger Grund für eine Übermittlung der anvertrauten Daten besteht.

Der/die Unterfertigte erklärt, sich mit den einschlägigen Bestimmungen des [Datenschutzgesetzes \(DSG\)](#) (insbesondere § 6 DSG) sowie der [Datenschutz-Grundverordnung \(DSGVO\)](#) vertraut gemacht zu haben und diese einzuhalten.

Der/die Unterfertigte erklärt ebenfalls, dass er/sie die im Anhang zu dieser Erklärung enthaltenen Vertraulichkeitsregeln für Daten, welche in CORDA und eCORDA gespeichert sind, zur Kenntnis genommen hat und einhalten wird.

Diese Verpflichtungen gelten auf unbestimmte Zeit, auch über ein bestehendes Dienstverhältnis hinaus.

Datum

Unterschrift

Vor-/Nachname und Dienststelle
(in Blockbuchstaben)

Anhang zur Verpflichtungserklärung

**Confidentiality rules for Framework Programme data
stored in CORDA and eCORDA**

CORDA (COmmon Research DAta Warehouse) and eCORDA (External Common Research DAta Warehouse) are databases containing data on proposals/applicants and grants/participants (beneficiaries, third-parties, etc.) with regards to a specific Framework Programme for Research. CORDA is refreshed daily with data coming from a wide variety of systems and applications. It therefore contains up-to-date information on Framework Programme activities. eCORDA is a 'snapshot' of CORDA extracted on a regular basis, the data of which undergoes further quality controls and interpretation. This database (eCORDA) is communicated to Member States and Programme Committee members and is also used for the production of statistics and reports, internally, within DG Research and Innovation. Raw data in CORDA can only be accessed by EC-staff via a Business Objects (BO) interface. eCORDA, on the other hand, is available to both EC-staff via the CORDA portal (WebCORDA) as well as to specific nationally nominated user groups of non-EC officials via online reports and/or downloadable databases. The data access matrix can be summarised as follows:

EC-staff: Members of the European Commission (both permanent and temporary) staff enjoy unlimited access to data concerning grants and participants, regardless of specific programme or theme and of any EC internal organisational restrictions. The CORDA portal allows access to proposal/applicant information albeit limited to those submitted in response to calls treated by the Directorate they are appointed at. Staff belonging to other Directorates also have access to proposals/applicants data excluding proposals abstracts, ESR and contact persons details.

Programme Committee members: With regards to proposals and applicants, Programme Committee members should have access to all data pertaining to each Committee's domain of responsibility (Specific Programme or theme or area). Moreover, they should be attributed unlimited access to all grants/participants data irrespective of domain of responsibility.

Nationally Nominated Authorised eCORDA users: The members of this category have access to the on-line reports and are allowed to download the corresponding MS Access database(s). Consequently, their rights grant them access to the totality of the eCORDA dataset. Nationally Nominated Authorised eCORDA users are bound by confidentiality agreements, aiming mainly at protecting the sensitive data provided by the applicants and participants and regulating the meta-use of the information contained in the released databases.

Individuals or companies under contract by the European Commission or by one or more Member States may, if necessary, obtain full or partial access to the Framework Programme dataset in order to conduct studies and/or analyses. Where the contract requires the processing of personal data, the contractor may act only under the supervision of the contractee (Commission service or National authority), in particular with regard to the purposes of the processing, the categories of data which may be processed, the recipients of the data, and the means by which the data subject may exercise his/her rights.

The data shall be confidential within the meaning of Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the

processing of personal data by Community institutions and bodies and on the free movement of such data. The Contractor shall limit access to the data to the staff strictly necessary for the performance, management and monitoring of the Contract.

The Contractor undertakes to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned in order to:

- a. Publish data, when necessary, according to the rules presented below (see general public);
- b. Prevent any unauthorised person from having access to computer systems processing personal data, and especially:
 - i. Unauthorised reading, copying, alteration or removal of storage media;
 - ii. Unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
 - iii. Unauthorised persons from using data-processing systems by means of data transmission facilities;
- c. Ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- d. Record which personal data have been communicated, when and to whom;
- e. Ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting institution or body;
- f. Ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- g. Design its organisational structure in such a way that it meets data protection requirements;
- h. Erase all data following the completion of the works stipulated in the contract.

General public: Members of the general public represent the most sensitive target group and great caution should be exercised when disclosing information of a delicate nature. Therefore, in order to prevent any unwanted effects, proposal/applicant data can only be communicated in aggregated form. There is, however, no practical limitation as to the type of aggregation (call, theme, specific programme, country or other) provided that individual proposals and/or applicants cannot be identified ('picked-out') through it.

In addition to the respective aggregated data and in line with CORDIS, the general public can obtain information on the following attributes of signed grants: Project ID, acronym, title, abstract/summary, theme, call, signature date, duration, end date, funding scheme, total cost and EU contribution. Publishable summaries, where and when available can also be divulged. With regards to participants, the following attributes can be made available: legal name and nationality as well as name and surname of the contact point. Finally, with regards to FP7 and H2020, budget breakdown by participant can also be disclosed to the general public for grants signed on or after 01/11/2008.