



## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** *PUBSY (JRC Outputs Management System and Related Websites)*

**Data Controller:** *European Commission, Joint Research Centre (JRC), Unit T.4 - Data Governance and Services*

**Record reference:** DPR-EC-00234

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## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “*PUBSY (JRC Outputs Management System and Related Websites)*” undertaken by the JRC, Unit T.4 - Data Governance and Services is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: *the JRC, Unit T.4 - Data Governance and Services* collects and uses your personal information to:

- to keep track of the life cycle of JRC outputs, from draft registration to publication, preserving both a digital copy and bibliographic information, plus reference to R&D programs and collaborating entities in JRC or Commission-wide, plus trace of the approval/review/authorisation from the hierarchy.
- to make freely available to the public the results of research carried out by JRC, unless other limitations exist (e.g., security markings, internal use).
- to track how users navigate the site for the purpose of reporting and improvement of the systems.
- to monitor publication's citations with external service providers (Altmetrics, Elsevier etc.) and display the results.
- to extract a publication's meta-data in a formatted way (BibTex) to be used elsewhere.

The JRC Publications Repository is an online service giving access to data about scientific outputs produced by the European Commission's Joint Research Centre and its collaborators. This service is intended to assist with central storage, management and search of JRC publications.

Your personal data will not be used for an automated decision-making including profiling.

## **3. On what legal ground(s) do we process your personal data**

We process your personal data, because, according to Article 5(1) of Regulation (EU) 2018/1725:

(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

(b) processing is necessary for compliance with a legal obligation to which the controller is subject:

- Legal acts establishing the research framework programmes for the EU and Euratom.
- Commission Decision 2002/47/EC, ECSC, Euratom: Commission Decision of 23 January 2002 amending its Rules of Procedure (notified under document number C(2002) 99), repealed by Commission Decision (EU) 2021/2121 of 6 July 2020 on records management and archives.
- Instruction of the JRC Director General (ADONIS JRC-JRCDG D(2006) 31856) "Quality Assurance Framework for JRC Scientific and Technical Documents".
- COM(2007)56 Final - Communication from the Commission to the European Parliament, the Council and the European Economic and Social Committee, on scientific information in the digital age: access, dissemination and preservation".
- The Horizon 2020 Framework Programme (H2020) and Horizon Europe Framework Programme (Regulation (EU) 2021/695 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe – the Framework Programme for Research and Innovation, laying down its rules for participation and dissemination, and repealing Regulations (EU) No 1290/2013 and (EU) No 1291/2013).
- Interpretation of the staff regulations (ref) by DG HR on the Staff Matters (Intracomm pages concerning “publications as part of the work” - <https://myintracomm.ec.europa.eu/staff/en/staff-conduct/individual-obligations/Pages/freedom-of-expression.aspx>)
- Commission Decision of 12 December 2011 on the reuse of Commission documents.

We do not process special categories of personal data, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

#### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation *the JRC, Unit T.4 - Data Governance and Services* collects the following categories of personal data:

- **Identification data for PUBSY only:**  
**Commission Staff** (current situation plus historical information):
  - personnel number,
  - surname, and first name(s),
  - userid,
  - display name
  - email,
  - roles,
  - contract type,
  - ORCID (<https://orcid.org/>)
  - SCOPUS ID (<https://www.scopus.com>)
- Organisational data:
  - Directorate-General (if non-JRC),
  - Directorate,
  - Department,
  - Unit and Sector.
- System-related data:

- Userid.

All of this information is gathered from SYSPER COMREF (DPR-EC-01486) via DATAPOOL (DPR-EC-00233).

- **Co-authors of publications who are external to the Commission:**
  - Name,
  - surname,
  - ORCID,
  - SCOPUS ID,
  - affiliation as they appear in the as-published, full-text digital version of the publication.

Information on co-authors external to the Commission is gathered from PUBSY (affiliations).

- **All data subjects:**
  - contact details (e.g. phone number, email address, postal address, ORCID, SCOPUS ID)
  - pictures and other personal data that the authors may have given in the as-published, digital version of the publication.
- **Data about the utilisation of the JRC Publications Repository:**
  - IP address of the device through which the JRC Publications Repository was accessed.

The provision of personal data is mandatory to complete the registration of your publication. If you do not provide your personal data, the publication cannot be submitted.

## **5. How long do we keep your personal data?**

The Data Controller keeps your personal data for the time necessary to fulfil the purpose of collection. Data are preserved without time limit. Any publication may be quoted or questioned, either on the content or in Intellectual propriety rights terms, and/or for liability reasons after tens of years, or more.

We may therefore need to produce evidence that a scientific statement made by a JRC author was fully backed by the organisation, and was not merely the author's point of view on the matter.

## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into

consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Your personal data that will be published is: contact details (e.g. phone number, email address, postal address, ORCID, SCOPUS) pictures and other personal data that the authors may have given in the as-published, digital version of the publication.

The recipients of your personal data are the internal stakeholders involved in the workflow. Recipients of the processing are the actors involved: applicant, JRC staff co-authoring the publication, Head of Unit, Director, various directorates’ staff, JRC Editorial Review Board (JERB), JRC Publications officers and their delegates.

The general public is recipient of the as-published, digital version of the publication and related bibliographic information.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

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

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

#### **9. Contact information**

##### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller (JRC-dir-

T-data-protection@ec.europa.eu).

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

**10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00234 – PUBSY (JRC Outputs Management System and Related Websites).