

# **EMIL PRIVACY NOTICE, FINANCIAL SUPPORT TO THIRD PARTIES**

## **1. Introduction**

The EMIL Consortium consisting of the EMIL Consortium coordinator Aalto University and Filmakademie Baden-Württemberg, Universitat Pompeu Fabra and University of Bath (later EMIL Consortium) is committed to protecting and respecting your privacy in compliance with General Data Protection Regulation and applicable national personal data legislation including UK Data Protection Act that offers protection that complies with the GDPR (hereinafter referred to as ‘GDPR’).

One of your rights under GDPR is that you are informed when your personal data is processed (collected, used, stored). You also have the right to know the details and purpose of that processing.

On this Privacy Notice you will find information about the processing of personal data in the context of "**Selection of proposals and management of Financial Support to Third Parties**" by the EMIL consortium members and by the EMIL Independent Expert Panel members. The selection and management of FSTP proposals and FSTP awardee projects require the processing of personal data by all EMIL Consortium members, who act as Joint Controllers of personal data, in compliance with the GDPR and section 4.4. of the EMIL Consortium Agreement. The members of the Independent Expert Panel are Data Processors and will have signed a DPA (Data Protection Appendix) prior to having access to FSTP related data.

The Joint Controllers Aalto University, Filmakademie Baden-Württemberg, Universitat Pompeu Fabra and University of Bath have defined their responsibilities towards FSTP applicants and awardees as defined in this Privacy Notice. Aalto University as Coordinator of the EMIL Consortium is the designated contact point for enquiries concerning personal data and Aalto University has additional obligations concerning the funding and archiving of financial support related documents.

## **2. Purpose of processing and types of data**

The EMIL Consortium must keep records on the administering of the Financial Support to Third Parties (FSTP) and for the purposes of maintaining an audit trail. These documents may be needed for example in contestations, audits or checks by the Commission. Aalto University as the Coordinator is the organization responsible for archiving the FSTP related documents and information. FSTP related documents must be archived for the duration of the project and for 10 years from the end of the project.

These FSTP related documents include:

- A listing of proposals received, identifying the proposing organisations involved.
- All received proposals
- All communications with applicants before call closure and during evaluation
- The names and affiliations of the experts involved in the evaluation
- For each proposal a copy of the filled forms used in the evaluation
- Agreement with the FSTP awardees

In addition to the documents submitted by applicant, authorities might be consulted in order to verify Horizon Europe funding eligibility. The information to be verified includes:

- The applicant is entitled to carry on the business; the applicant is registered in the trade register or in an equivalent register.
- the absence of export control restrictions and other sanctions regarding the applicant
- The applicant's financial resources are sufficient regarding the volume and quality of the procurement.
- The applicant has paid 1) taxes, 2) pension contributions and 3) social security contributions and is able to affect the payments of any similar social liabilities.

- All above mentioned requirements apply both to the principal applicant and to possible subcontractors.
- If subcontractors are being used the funding rules of Horizon Europe must be followed (the best value for money and no conflict of interests)

### **3. Whose personal data do we process?**

This Privacy Notice concerns the following categories of data subjects:

- Concerned representatives and staff of the legal entities that apply for funding through the submission of proposals for FSTP.

### **4. On what legal grounds do we process your personal data?**

Depending on each category the processing is necessary and lawful under the following legal bases:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- 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 controller.

### **5. Financial Controls and Audits**

The EMIL project FSTP funding is provided by the European Union's Horizon Europe research and innovation programme, while other EMIL project actions are partly also funded by UKRI. The detailed description of the processing operations relating to financial controls and external audit for Research projects by the European Commission are described in the record [DPR-EC-03326](#) of the Directorate-General for Research and Innovation, published in the [register of the European Commission Data Protection Officer](#).

### **6. How long do we keep your data?**

The Joint Controllers only keep your personal data for the time necessary to fulfil the purposes described above.

Members of the Independent Expert Panel delete the personal data when no longer needed for EMIL application processing.

For applicants and awardees receiving FSTP funding, personal data is retained by Joint Controllers for up to 10 years after the end of the year following closure of the action.

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

You have the right to access your personal data, the right to request to rectify them or the right to object to the processing of your personal data, where applicable under the GDPR.

If you have questions or concerns regarding the collection and use of your personal data, please feel free to contact the Designated Contact, which is the EMIL project Coordinator Aalto University Foundation sr, (Aalto University).

### **8. Contact information**

Aalto University Foundation sr  
Otakaari 1, Espoo 02150, Finland  
Contact person Tuija Heikura, tuija.heikura aalto(at)fi.  
Data Protection Officer Anni Tuomela, dpo(at)aalto.fi  
Phone number: +358 (9) 47001

If a data subject sees that their data has been processed in violation of the GDPR, the data subject has the right to lodge a complaint with the national Data Protection Authority, which for Finland is the Data Protection Ombudsman's Office [Home | Data Protection Ombudsman's Office \(tietosuoja.fi\)](#).

Aalto University is the designated contact point and one of the joint controllers for the use of personal data by the EMIL Consortium. The other EMIL Consortium members and joint controllers are listed below. Other controllers of the personal data are:

Filmakademie Baden-Württemberg GmbH

Animationsinstitut

Akademiefhof 10

71638 Ludwigsburg

Phone: +49 7141 969 0

E-Mail, [info\(at\)filmakademie.de](mailto:info(at)filmakademie.de)

Data Protection Officer for Filmakademie Baden-Württemberg

Mr. Stephan Hartinger

Coseco GmbH

Telefon: +49 8232 80988-70

E-Mail: [datenschutz\(at\)coseco.de](mailto:datenschutz(at)coseco.de)

Universitat Pompeu Fabra, Plaça de la Merce 10-12, Barcelona 08002, Spain

Contact person, Narcís Parés Burguès, [narcis.pares\(at\)upf.edu](mailto:narcis.pares(at)upf.edu)

Data Protection Officer, [dpd@upf.edu](mailto:dpd@upf.edu)

University of Bath, Claverton Down, Bath BA2 7AY, United Kingdom,

Contact person, Christof Lutteroth, [cl2073@bath.ac.uk](mailto:cl2073@bath.ac.uk)

Data Protection Officer, Mr D.J. Jolly, [djj20@bath.ac.uk](mailto:djj20@bath.ac.uk)

## **9. Updates to this Privacy Notice**

Please check the latest version of this Privacy Notice for details on the EMIL project FSTP Call related website on [emil-xr.aalto.fi](http://emil-xr.aalto.fi).