

SyMeCo

General Data

Protection Statement

Call 2

Table of Contents

- 1 How we protect and manage your personal data.....3
- 2 The information we collect about you3
- 3 How we use information and the legal basis.....4
- 4 Parties with access to personal data4
- 5 How long we retain data.....4
- 6 Implications of not providing your data or consenting to its collection4
- 7 Your information rights including the right to object to data uses5
- 8 Sharing information for processing outside of the European Economic Area (EEA) ...5

1 HOW WE PROTECT AND MANAGE YOUR PERSONAL DATA

This document is available to SyMeCo stakeholders to understand how the programme, through its management processes and procedures, collects, manages, and shares the personal data obtained during the programme and related activities.

This is a summary document. Further information on data privacy rights is available on the University of Limerick (UL) [website](#) and the [Data Protection Commissioner website](#).

Personal data is any information that relates to a living individual who is identifiable either from the data itself or from the data in conjunction with other information held by SyMeCo or its partners, including the European Commission. Data is information that can be processed either electronically or in paper form.

Following EU regulations that came into effect on the 25th of May 2018, the programme will comply with guidelines and obligations set forth under these new rules. The General Data Protection Regulation (GDPR) gives you greater control over your personal information, including a right to object to processing this information during the SyMeCo programme-related activities.

Please contact the Information and Compliance Office in UL on queries relating to the processing of personal data at dataprotection@ul.ie.

2 THE INFORMATION WE COLLECT ABOUT YOU

In carrying out the work and obligations of the SyMeCo programme, we will hold:

- Information about you that you have consented to us using for reporting purposes or general communication about events, opportunities, and activities related to the SyMeCo programme or SyMeCo-led activities.
- Email addresses
- Names
- Research group affiliations
- Phone numbers
- Financial information (including but not limited to purchase orders, invoices, financial spreadsheets, expenditure reports, salary/stipend details)
- Other information such as CVs, funding history, academic and non-academic collaborations, education and employment history, secondment placement reviews, project reviews, and research proposals (both successful and unsuccessful).
- Information provided on the European Commission reporting portal or Science Foundation Ireland (SFI) SESAME reporting portal.
- Newsletter contributions and photos for publicity purposes to general audiences.
- Project meeting and activities attendance records and registrations.

3 HOW WE USE INFORMATION AND THE LEGAL BASIS

We use and share your data where:

- You explicitly give consent to do so by email, verbal, or contractual means. You may withdraw this consent at any time.
- Use of personal data: (i) is necessary for SyMeCo to carry its contractual obligations set forth in the European Commission Terms and Conditions or those in the SyMeCo Grant Agreement and/or employment contracts (ii) is necessary to comply with a legal obligation, including government, regulatory or law enforcement bodies.

4 PARTIES WITH ACCESS TO PERSONAL DATA

In the course of the programme, we may share your data with:

- Your authorised representatives, including supervisors and project leaders.
- Industry partners and academic institutions to identify suitable training and research opportunities and for logistical purposes of conducting project activities or meetings.
- HR, finance, research office, TTO representatives employed by the University of Limerick (UL) and other host institutions.
- Lero operations team members and funding bodies such as Science Foundation Ireland (SFI) and the European Commission for the purpose of reporting and validating information we receive from you or third parties regarding the SyMeCo programme and/or related activities.
- Other individuals by whom funding proposals are evaluated. This includes instances where data is shared outside the European Economic Area (EEA).

5 HOW LONG WE RETAIN DATA

In accordance with the SyMeCo grant agreement, SyMeCo will hold all financial, technical, and administrative data for the duration of a given funding award + 5 years.

6 IMPLICATIONS OF NOT PROVIDING YOUR DATA OR CONSENTING TO ITS COLLECTION

If you do not provide authorisation to collect or share your personal data, we may not be able to:

- Inform you about SyMeCo activities, meetings, funding opportunities, networking events, training sessions, internships, or job opportunities within the community.
- Review your application for the fellowship.
- Include your contributions to the SyMeCo programme and Lero in reports to third parties, including SFI and the European Commission.

7 YOUR INFORMATION RIGHTS INCLUDING THE RIGHT TO OBJECT TO DATA USES

From the 25th of May 2018, you have several enhanced rights:

- To find out if we use your information and request a copy of your information
- Have inaccurate information updated/corrected
- Object to particular use of your information for our legitimate purposes
- In certain circumstances, have your personal data deleted or our use restricted
- Exercise the right to data portability
- To withdraw consent at any time where processing is based on consent

8 SHARING INFORMATION FOR PROCESSING OUTSIDE OF THE EUROPEAN ECONOMIC AREA (EEA)

In some cases, the data we collect may be transferred to industry, academic and other stakeholders located outside of the EEA, including to a jurisdiction where the level of protection afforded to personal data is not as high as that in the European Union. These parties may include those asked to conduct peer-review evaluation on SyMeCo activity. In such cases, the data transferred or processed may include the researcher's CV.