



Introduction

Anyone whose personal data is processed has the right to file a complaint with the competent authority in case of (possible) violations of the applicable law with regard to the protection of personal data. Question and remarks regarding data protection can be addressed to the RIANA Project Coordinator Dr. Michael Stuckelberger (riana-coordinator@desy.de). If necessary or desired he will include the Data Protection Officer of DESY in the communication.

‘Personal data’ means any information, private or professional, which relates to an identified or identifiable natural person.

The RIANA project prioritizes the careful handling of personal data. All beneficiaries of the project consortium that process personal data under the RIANA Grant Agreement must do this in accordance with EU and national law on data protection. Personal data are processed for various categories of people involved in the consortium. The protection of personal data is regulated by law and via this privacy statement, we provide information on how we handle personal data in accordance with the requirements of the GDPR.

This policy covers all activities of RIANA with respect to personal data collection. Please read this policy carefully to understand how we collect and use personal data. It describes the technical and organizational measures that will be implemented to safeguard the rights and freedoms of all participants. It describes the security measures that will be implemented to prevent unauthorized access to personal data or the equipment used for processing.

Who is responsible for the processing of provided personal data?

The RIANA website <https://riana-project.eu/> is owned by the Institut Ruder Boskovic (RBI), a beneficiary of the RIANA consortium under the lead beneficiary Deutsches Elektronen-Synchrotron (DESY) that is funded by the European Commission (HORIZON-INFRA-2023-SERV-01). On behalf of the consortium, the RIANA portal for user proposals (ARIA) is hosted by Instruct-ERIC. Personal registration to obtain access to the RIANA facilities registration is mandatory and managed through the online access management system ARIA, operated by Instruct-ERIC. The collected personal data are stored in the United Kingdom or in the cloud, in both cases complying with GDPR. The legal responsibility for the collected personal data for RIANA access requests and their protection is described in the Data Processing Agreement that has been signed between MAXI IV Laboratory at Lund University (the Data Controller on behalf of the RIANA consortium) and Instruct-ERIC (the Data Processor). Contact information (email address) will also be made available to the facility in order to directly organize access with the researchers requesting access to their facility.

Registration of personal data for participating in RIANA training, workshops and meetings is with the local organizing RIANA partners. Every RIANA partner is obliged to handle personal data in accordance with GDPR.

What personal data do we collect?

All personal data that will be collected and processed will be relevant and limited to the purpose of RIANA.





On behalf of the RIANA consortium, Instruct-ERIC will collect and process the following contact data upon registration: name, email address, nationality, country of residence, employing organization. Further personal information will be collected upon filling out access requests forms, including but not limited to gender, function, biography, IP address by Instruct-ERIC, and other information such as bank information and (home) address by the relevant access providing facility.

For what purposes do we process personal data?

Stored registration data (name, email address) are for communication purposes only. The contact details are used to handle requested services, to provide information relating to the requested RIANA activities, and to handle complaints, disputes and incidents. Statistical research will be performed for internal RIANA monitoring, for instance for improvement of diversity, and reported to the European Commission.

RIANA beneficiaries will collect and process personal data including bank information and (home) address to reimburse their users for costs incurred. These data may be passed to the European Commission for verification that costs declared for specific people are eligible.

RIANA may publish statistics on the calls for proposals (with the exception of data submitted via the SME Route) using anonymised data, as part of the project's communication activities. By agreeing to this Privacy Policy, data subjects (all applicants) grant consent per Art. 6 para 1 a) GDPR to the storage, use and utilization of personal data to the extent necessary for this task and in accordance with the provisions of the GDPR. Data subjects can request access to their personal data held by RIANA and manage their consent options at any time by sending a message to dpo@riana-project.eu.

What is the basis for the processing of personal data?

The processing of personal data is necessary for the execution of a request, such as obtaining RIANA access or training. Providers of personal data have provided these personal data on contract basis for their participation in access provision, training and reporting. The processing is necessary to comply with legal compliance requirements of the RIANA consortium to the European Commission.

How long do we keep personal data?

The RIANA contract with the European Commission requires that personal data is kept for a period of five years after the RIANA project ends in February 2028.

Who will receive the personal data?

When access to research facilities is requested, the participant registration data will be shared with the relevant RIANA partner(s). For participant research proposal handling, registration data will be shared with RIANA peer-reviewers who acknowledge and accept GDPR privacy regulations. For external participants registering for participation in training, workshops or other meetings, their registration data will be collected by the RIANA beneficiaries organizing the event and shared with the RIANA Coordinator.

The RIANA beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Grant Agreement. The RIANA beneficiaries must put in





place adequate access controls and retention policies for the data they hold. The beneficiaries must inform their personnel whose personal data are collected and processed that these will be reported to the European Commission.

Contact information of RIANA beneficiary personnel and external participants will be available for the RIANA Coordination team at DESY, for instance to inform registered persons about their obligations or relevant research opportunities. Personal information about employer and nationality, and the soft biometrics gender and nationality are collected and processed to provide statistics for internal monitoring and reports for the European Commission.

Third parties will only receive personal data if this needs to be provided for the implementation of a law or court order, or if this is necessary to protect the interests of RIANA beneficiaries or participants.

Who will protect personal data?

The RIANA consortium has taken technical and organizational security measures to protect personal data against unlawful use. We secure our systems according to the applicable standards for information security, and we make agreements about this with our service providers. Personal data will be only accessible to those who are logically allowed to process this data. RIANA affiliates who are involved in the processing of personal data on behalf of the consortium are required to maintain the confidentiality of the personal data of which they are aware. The personal data that will be collected will be minimized and pseudonymized whenever possible. Access to personal data will only be granted to third parties if they have a valid reason for requesting it.

Rights regarding personal data

- Right of inspection: this concerns the right to view one's personal data or request a copy;
- Right to rectification and supplementation: this concerns the right to change personal data if it is factually incorrect;
- Right to restriction of processing: this concerns the right to have less data processed;

The RIANA website

a) Browsing and contact

One can browse through RIANA webpages without submitting personal details. The RIANA website allows visitors to contact members of the consortium through different email addresses, owned by the Institut Ruder Boskovic (RBI) and these messages are redirected to consortium personnel's work email addresses. The personal data provided through these email addresses is used only to the extent necessary to reply. If the recipients of the emails redirected from these email addresses are unable to answer a question, they may forward the email to another RIANA partner.

b) Cookie policy

A cookie is a small file that is stored on a computer, tablet or mobile phone when someone visits a website. Cookies do not contain viruses or other malicious applications. If one does not want us to use





cookies, one must turn 'cookies off' in their browser or not accept cookies upon receiving the cookie notification. Turning off cookies may limit the use of our website and services. If the use of cookies is accepted, these will remain on a computer, tablet or mobile phone until they are deleted. The RIANA website may also contain links to other websites. If those other websites use cookies, the information is not sent to our servers but to the server of that other website.

The RIANA website makes use of functional cookies for optimization of its website and analysis of visitor behaviour. Cookies do not retrieve stored data on a hard-drive and do not affect a computer or data.

