



## Data Protection Notice

### Sustaining the Mission Implementation Platform for the Adaptation to Climate Change Mission (MIP4Adapt)

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation)<sup>1</sup>, the European Climate, Infrastructure and Environment Executive Agency (hereafter CINEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

**1. The controller is:**

The European Climate, Infrastructure and Environment Executive Agency (CINEA) Chaussée de Wavre - 910 - 1049 Brussels  
Unit C1 – Horizon Europe Climate  
Person responsible for the processing: Head of Unit C1  
Email: [CINEA-HE-CLIMATE@ec.europa.eu](mailto:CINEA-HE-CLIMATE@ec.europa.eu)

**2. The purpose** of the processing operation is to handle personal data for the implementation of the contract with the company Ricardo SL for Sustaining the Mission Implementation Platform for the Adaptation to Climate Change Mission (MIP4Adapt) under the Horizon Europe Work Programme 2025. The contract covers the following services:

- Provide central support to the participants to the Mission, in particular to the regional and local authorities, the Mission Projects, and the European Commission, to implement the Mission;
- Coordinate the broad range of activities and actors involved in the Mission which includes the animation of the EU Mission Adaptation Community, and the exchange of best practices and knowledge;
- Facilitate the coordination of European activities in the area of climate adaptation for regional and local authorities;
- Support communication on the Mission achievements and results and monitor and report on progress made;
- Support to regions/local authorities/communities in terms of:
  - a) access to knowledge through the collation and sharing of documentation and information;
  - b) providing tailored technical assistance to regional and local authorities on financing their climate resilience and adaptation projects;
  - c) mapping and advising on EU, national, regional, local, public, and private funding sources;
  - d) providing a helpdesk to answer specific ad-hoc questions on adaptation;
  - e) collection of (anonymous) feedback from participants via EU Survey (corporate tool provided by the European Commission);

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJEU L295/39, 21.11.2018).

- Communication activities for the Mission, including developing the Mission webpages and a monthly newsletter;
- Organisation of Mission forums and events. These include the organisation of both virtual and in-person events;
- Citizen and stakeholder engagement support, including operating an on-demand “citizen engagement hotline” offering tailored expert support;
- The utilisation of web tools to facilitate the gathering and sharing of information and knowledge. These tools are:
  - Miro (participants' comments/inputs will be collected as aggregated anonymized data using the Miro tool/platform, which will not collect any personal data at any time since users do not need to create an account as a prerequisite to participate);
  - Microsoft SharePoint;
  - EU Survey;
  - Webex;
  - Zoom;
  - Microsoft Teams;
  - Slido.
- Monitoring, reporting and evaluation on the Mission activities using a Mission dashboard.

**3. The data subjects** concerned by this notice are:

Individuals from regions/local authorities/communities/private sector who may benefit or will be involved in the services provided by the sustained Mission Implementation Platform for the Adaptation to Climate Change Mission (MIP4Adapt), such as e.g.:

- Participants in the EU Mission Adaptation Community;
- Participants in the training and knowledge sharing events (both online and physical events);
- Participants in the Mission Forums;
- Beneficiaries of the technical assistance (representatives of beneficiaries' organizations);
- Users of the helpdesk;
- Recipients of the newsletter and other information material;
- Respondents to surveys.

**4. The categories of personal data** collected and used for the processing operations are:

- Identification data: first name, last name, organisation, city and country of organisation, job title;
- Contact details: professional email address; telephone numbers; IP addresses for statistical purposes only, without the identification of specific persons (only regional coverage of participants).
- Dietary requirements for meals at physical events (optional);
- Special health needs (optional).

Web-streaming and audio-visual recording of the speakers, organisers and participants (as well as photographs of the speakers and panoramic photographs of participants and organisers) based on consent might be taken and published on the MIP4Adapt web platform.

In the registration form for physical events, you are invited to give your consent to have your image/voice recorded and published on these communication channels. In the absence of your consent, no picture or video of you will be taken. To this end, the organiser will propose suitable alternatives to a standard participation, e.g. you will be placed in dedicated, well-identified areas of the rooms of which no pictures or videos will be taken and / or you will be given a lanyard in a different colour, which will ensure that you are not on pictures of videos taken at the event.

Your dietary restrictions and health personal data provided to accommodate health special needs related to in-person attendance of the meeting are processed based on your consent. These data will be deleted after the event.

**5. The recipients of the data are on a "need to know" basis and are:**

- Authorised Staff members in CINEA and the European Commission (DG-CLIMA and DG-RTD) in charge of MIP4Adapt;
- Authorised staff of CINEA and the European Commission' contractor Ricardo SL (Spain) who is working as a processor on behalf of the Agency or the EU Institutions;
  - Authorised staff of the sub-processors, [BWB Connect CLG](#), [Conseil des Communes et Regions D'Europe](#), [Icatalist](#), [ECorys](#), Microsoft SharePoint, EU Survey, Webex, Zoom, Microsoft Teams, Slido.
- Horizon Europe grant beneficiaries in the field of climate adaptation and mitigation;
- Participants in the event, who may receive names, organisation details and email addresses of the other participants, based on their prior consent. The list of participants will not be published further.

In case of audits or proceedings, etc., personal data may be provided to CINEA's Internal Controller, DPO, Legal Affairs Sector, Staff Committee, etc.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure, Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission, the Court of Auditors ,the European Ombudsman, the European Data Protection Supervisor and the European Public Prosecutor's Office .

**6. Data Subjects rights:**

- You have the right at any time to access, rectify, erase ('right to be forgotten') your personal data or to request for the restriction of it processing;
- You are also entitled to object to the processing of your personal data on grounds relating to your situation at any time unless CINEA demonstrates compelling and overriding legitimate grounds or in case of legal claims.

You can exercise your rights by sending an email with the requested change(s) to the controller via the functional mailbox indicated here-above in Section 1. In any cases your data will be modified or removed accordingly and as soon as practicable (maximum within 5 working days).

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

However, in line with Article 25 of the Regulation, the data controller may restrict the rights of the data subjects based on the [Decision of the Steering Committee \(2020\) 26 of 14/10/20 \(OJEU L 45 on 9.2.2021, p. 80\)](#), in case where such restriction constitutes a measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects, etc.

**7. How does CINEA protect and safeguard your data?**

Relevant organizational and technical measures are taken by the Agency to ensure the security of your personal data. Access to your data is restricted on an individual need to know basis and through User-ID and password and can be accessed via authentication system. Your data resides

on the servers of the European Commission, which abide by strict security measures implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets. CINEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

The processing of your data will not include automated decision-making.

The personal data and all information collected is also stored on the servers of the processors, which have secured data management systems. The processors are bound by specific contractual clauses for any processing operations of your personal data on behalf of the data controller. The processors have put in place appropriate technical and organisational measures to ensure the required level of security. Where the processors use servers based in the USA, the transfer of data outside the EEA may occur following the EU Adequacy Decision with the USA<sup>2</sup>. On the basis of the adequacy decision, personal data can flow freely from the EU to companies in the United States that participate in the Data Privacy Framework<sup>3</sup>. Where the processors use servers based in the UK, the transfer of data outside of the EEA may occur following the EU Adequacy Decision with the United Kingdom<sup>4</sup>.

For more information, please consult their privacy statements:

- [Privacy notice | Ricardo](#)
- [Privacy policy | BWB Connect CLG](#)
- [Privacy notice | Conseil des Communes et Regions D'Europe](#)
- [Privacy policy | Icatalist](#)
- [Privacy notice | Ecorys](#)
- [EUSurvey - Privacy Statement \(europa.eu\)](#)

To be noted that for this process no tracking tool will be used. No other data as those listed above in section 4 will be collected by those processors.

## 8. The legal basis of the processing are:

- Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency;
- Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency<sup>5</sup> ;
- 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.

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<sup>2</sup> Commission Implementing Decision (EU) 2023/1795 of 10.7.2023 pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the adequate level of protection of personal data under the EU-US Data Privacy Framework - OJ L 231, 20.9.2023, p. 118–229.

<sup>3</sup> [Data Privacy Framework](#)

<sup>4</sup> Commission Implementing Decision (EU) 2021/1772 of 28 June 2021 pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the adequate protection of personal data by the United Kingdom (notified under document C(2021)4800) - OJ L 360, 11.10.2021, p. 1–68.

<sup>5</sup> With a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries; comprising, in particular, implementation of appropriations entered in the general budget of the Union and those stemming from external assigned revenue

**9. The time limits for keeping the data are the following:**

CINEA keeps data in accordance with the 2022 Commission Retention List the retention period is 2 years for website related data. Your data will remain in the contractor's database for a maximum period of 5 years after the end of the meeting. Data will be deleted at the end of this period. Your dietary restrictions and special health needs will be deleted right after the end of the physical event.

**10. Contact information**

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the email address mentioned here above in Section 1.

You may contact at any time the Data Protection Officer of the Agency ([CINEA-DPO@ec.europa.eu](mailto:CINEA-DPO@ec.europa.eu)). You have the right to have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).