

# Project development assistance for regions

*Specific Service Privacy Statement (GDPR) for the PDA services Application*

Note: this document is provided for guidance only. Applications for project development assistance must be made online at:

[www.fch-regions.eu](http://www.fch-regions.eu)

*Project funded by*



**FUEL CELLS AND HYDROGEN**  
JOINT UNDERTAKING



## Introduction

Protecting the privacy of every individual on the Internet is crucial. Everyone should be able to decide for themselves how their data is to be used. With this privacy statement, we would like to underscore our commitment to the safe and trustworthy treatment of the privacy and personal rights of individuals on the Internet.

This data protection declaration is intended to inform the users of this website about the type, scope and purpose of the collection and use of personal data by the following parties in accordance with the European General Data Protection Regulation<sup>1</sup> (GDPR):

### The Controller:

Fuel Cells and Hydrogen 2 Joint Undertaking  
Avenue de la Toison d'Or 56-60 Brussels, Belgium  
Email: [data-protection@fch.europa.eu](mailto:data-protection@fch.europa.eu)

### The Processor is represented by:

SPILETT new technologies GmbH  
Schöneberger Str. 18 D-10963 Berlin  
Phone: +49 (30) 536 796 57  
Fax: +49 (30) 536 796 60  
E-Mail: [info@spilett.de](mailto:info@spilett.de)  
Web: [www.spilett.com](http://www.spilett.com)  
Amtsgericht Charlottenburg HRB 109912  
Legal domicile Berlin  
VAT identification number: DE256469722

We collect, use and disclose your personal data only if this is permitted by law or if you consent to the collection of data. Personal data includes all information which serves to determine your person, and which can be traced back to you – for example your name, e-mail address and telephone number.

We take your data protection very seriously and treat your personal data confidentially and in accordance with the statutory provisions. Please note that data transmission over the internet (e.g. communication by e-mail) can always be subject to security gaps. A complete protection of the data against access by third parties is not possible.

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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, OJ L 295, 21.11.2018, p. 39–98

## CONSENT

Although you can browse through most of the pages of this website without giving any information about yourself, in some cases, personal information is required in order to provide the e-services you request, such as for example registration in the call for expression of interest, or registration on a list to receive updates or further information. In these cases, on the pages that require such information treat it according to a dedicated Specific Privacy Policy that will be available on that same page and /or on your registration form, giving you all the details on how we process your data.

## GENERAL INFORMATION ON DATA PROCESSING, USE AND APPROPRIATION OF PERSONAL DATA

All information sent to us using the application forms for the “Project Development Assistance services (PDA services)” will be collected, stored and processed on behalf of the Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU). the Specific Privacy Statement is published in the “Download” section of this website under [GDPR Agreement](#).

During the evaluation process, personal information (contact name, email address, phone number) will not be disclosed to people or parties outside Spilett or FCH 2 JU. All other information of the application will be subject to an evaluation process that is implemented by the consortium implementing the PDA services. Information from your application (which may include personal data – such as for example the contact person for your entity) will be available only to the controller and to the processor.

The collection, processing and use of personal data takes place within the framework of what is necessary for the fulfilment of the application process and in accordance with the principles of data proportionality and data minimisation.

## DATA DELETION AND STORAGE DURATION

Unless otherwise agreed, the personal data of the person concerned will be deleted or blocked as soon as the purpose of storage no longer applies. In addition, the data may be stored if the European or national legislator has provided for this in EU regulations, laws or other provisions to which the person responsible is subject. The data shall also be blocked or deleted if a storage period prescribed by the aforementioned standards expires, unless it is necessary for further storage of the data for the conclusion or performance of a contract.

## REGISTRATION, DESCRIPTION AND SCOPE OF DATA PROCESSING

On our website, we offer users the opportunity to register by providing personal data. The data is entered into an input mask and transmitted to us and stored. As part of the registration process, the user's consent to the processing of this data is obtained.

### **Legal basis for data processing**

The legal basis for the processing of personal data using cookies for analysis purposes is Article 6(1) GDPR if the user has given his consent.

### **Purpose of data processing**

Registration does not serve to conclude a contract with the user and is also not required for the provision of certain content and services on our website.

### **Duration of storage**

The data will be deleted as soon as they are no longer required for the purpose of their collection. This is the case for the data collected during the registration process if the registration on our website is cancelled or modified.

### **Possibility of opposition and removal**

As a user you have the possibility to cancel the registration at any time. You can change the data stored about you at any time.

## DEALING WITH CONTACT DETAILS

If you contact us through the contact options offered, your details will be stored so that they can be used to process and respond to your enquiry. This data will not be passed on to third parties without your consent. If you provide us with your e-mail address, we will communicate with you via e-mail. If you no longer wish to receive e-mails from us, you can cancel these at any time.

### **Legal basis for data processing**

The legal basis for the processing of the data is Article 6(1)(a) GDPR. The legal basis for the processing of data transmitted in the course of sending an e-mail is Article 6(1)(f) GDPR. If the purpose of the e-mail contact is to conclude a contract, the additional legal basis for the processing is Article 6(1)(b) GDPR if the user has given his consent.

### **Purpose of data processing**

If you contact us by e-mail, this also constitutes the necessary legitimate interest in the processing of the data. The other personal data processed during the sending process serve to prevent misuse of the contact form and to ensure the security of our information technology systems.

### **Duration of storage**

The data will be deleted as soon as they are no longer necessary to achieve the purpose for which they were collected. For the personal data from the input mask of the contact form and those sent by e-mail, this is the case when the respective conversation with the user has ended.

The conversation is terminated when it can be inferred from the circumstances that the relevant facts have been conclusively clarified. The additional personal data collected during the sending process will be deleted at the latest after a period of seven days.

### **Objection and removal possibility**

The user has the possibility to revoke his consent to the processing of personal data at any time. If the user contacts us by e-mail, he can object to the storage of his personal data at any time. In such a case, the conversation cannot be continued. All personal data stored in the course of establishing contact will be deleted in this case.

## **RIGHT TO INFORMATION, QUESTION, RECTIFICATION, CANCELLATION AND APPEAL**

If personal data is processed by you, you are the data subject within the meaning of the GDPR and you are entitled to the following rights vis-à-vis the person responsible.

### **Your rights when we process your personal data**

When your personal information is processed by the Spilett n/t GmbH as a contractor of FCH 2 JU, you have the right to know about it.

- You have the right to access the information and have it rectified without undue delay if it is inaccurate or incomplete.
- You can request that we communicate, as possible, any changes to your personal data to other parties to whom your data have been disclosed.
- You have also the right not to be subject to automated decisions (made solely by machines) affecting you, as defined by law.
- You have, in any case, the right to have recourse to a supervisory authority. In this case the EDPS acts as the supervisory authority.

Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. Where applicable, you have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time, and the right to data portability. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

Your rights on your personal data are stated in Articles 17 to 24 of Regulation (EU) 2018/1725.

### **How to exercise your data protection rights at the EDPS**

If the FCH 2 JU the controller or the Spilett n/t GmbH as the processor is processing your personal data and you would like to exercise your data protection rights, please send us a written enquiry.

In principle, we cannot accept verbal enquiries (telephone or face-to-face) as we may not be able to deal with your request immediately without first analysing it and reliably identifying you.

You can send your request to the FCH 2 JU by post in a sealed envelope or contact our data protection officer via email. Your request should contain a detailed, accurate description of the personal data you want access to. You must provide a copy of an identification document to confirm your identity, for example, an ID card or passport. The document should contain an identification number, country of issue, period of validity, your name, address and date of birth.

Any other data contained in the copy of the identification document such as a photo or any personal characteristics, may be blacked out.

Our use of the information on your identification document is strictly limited: we will only use the data to verify your identity and will not store them for longer than needed for this purpose.

In principle, we will not accept that you use other means to give evidence of your identity. Should you wish to propose alternatives, we will assess their adequacy on a case-by-case basis.

*Further information on the project and application process can be found here: [www.fch-regions.eu/](http://www.fch-regions.eu/)*