



Interreg



EUROPEAN UNION

Danube Transnational Programme



Guidelines on eMS changes related to GDPR

Version 1.0

June 2018



A stream of cooperation



Programme co-funded by the European Union

General information

This document provides an overview on the modifications in DTP eMS related to GDPR (release 3_5.1c).

Introduction

The new data protection regulation No. 679/2016 (*Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC*) came into force on 25 May, 2018 (EU General Data Protection Regulation - GDPR). For more information about the GDPR, please, follow this link: <https://www.eugdpr.org/>.

The EU programmes are obliged to collect and store in computerised form data on each operation necessary for monitoring, evaluation, financial management, verification and audit, including data on individual participants in operations, where applicable. Nevertheless, access to some of the data (e.g. salary information reported by project partners under the budget line staff costs) needs to be limited. In order to limit access to these data, Interact has developed and introduced several modifications in the eMS.

Changes

Project partners have access to their personal data in the partner report, however, in the DTP eMS (from version 3_5.1c) only the FLC and FLC_reado users (whose task is to review the FLC work) as well as the programme bodies (MA/JS, CA and AA) are able to see personal data related to salaries of partner's employees. The MA/JS provides a special privilege for these users.

For all other users (e.g. LPs) all this information is hidden in the table 'List of expenditure' of the partners' reports and in the pop-up window. The text in the 'comment' fields (Partner comments and FLC comments) and 'Description1' and 'Description 2' related to items in budget line staff costs is replaced by "hidden due to GDPR" text. They cannot download either the attachments uploaded to the List of Expenditure in the budget line staff costs by the project partners (file title and description is replaced by "hidden due to GDPR" text).

P P	Budgetline	Staff costs	Description1 Hidden due to G D P R
	Workpackage	M Management	Description2 Hidden due to G D P R
	Internal Reference Number		Partner Comment Hidden due to G D P R
	Invoice Number		
	Invoice Date		
	Date Of Payment		
	Currency	EUR - Euro	
	Conversion rate		
	Total Value Of Item In Original Currency		4,313.77
	Vat		0.00
Declared Amount In The Original Currency		4,313.77	
Declared amount in Eur		4,313.77	
Expenditure Outside (The Union Part Of) The Programme Area?	<input type="checkbox"/>		
F L C	Verified By Flc	<input checked="" type="checkbox"/>	Comment Flc (pp,flc,js,ma,ca,aa) Hidden due to G D P R
	Difference Flc	€ 313.77	
	Amount Certified Flc	€ 4,000.00	
Flc Correction Type	Miscalculation		
L P	Difference L P	€ 0.00	Comment L P
	Amount Certified L P	€ 4,000.00	
<input type="checkbox"/> Hidden due to G D P R			<input type="text" value="Uploaded"/>

An additional tab called 'Personal data attachments' was added to the partner report. All files uploaded in this tab are hidden by default and only visible to privileged users.

<ul style="list-style-type: none"> Partner Finance Report Flc Documents Application Form Print Report Exit Help Generated Files Enable Final Report Contacts 	Partner Report > List Of Expenditure > Contribution And Forecast > Documents > Attachments > Personal data attachments
	Partner Report Period 2 - 01.07.2017 - 31.12.2017
	Start Date: 01.07.2017 End Date: 31.12.2017
	Summary Of Partners Work
	Summary Describe
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

The project partner is able to move attachments from one section to the other for his/her own report. It is possible to move files from the "Attachments" section to "Personal data attachments" and the other way around. For the project partner this functionality is always available, irrespective of the status of the report.

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

Upload

Upload

Attachments

	Filename	Filetype	Date	User	Description	Actions	Move to 'personal data attachments' section
<input type="checkbox"/>	Dok1.docx	docx	31.05.2018 13:27:11	bromanapp2		<input type="button" value="Comment"/> <input type="button" value="Delete"/>	<input type="button" value="→"/>
<input type="checkbox"/>	test2.docx	docx	31.05.2018 13:27:24	bromanapp2		<input type="button" value="Comment"/> <input type="button" value="Delete"/>	<input type="button" value="→"/>

Download Selected Files

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments > Personal data attachments

Upload

Upload

Attachments

	Filename	Filetype	Date	User	Description	Actions	Move to 'attachments' section
<input type="checkbox"/>	Breakdown.xls	xls	31.05.2018 13:31:33	bromanapp2		<input type="button" value="Comment"/> <input type="button" value="Delete"/>	<input type="button" value="→"/>

Download Selected Files

ATTENTION: It is each project partner's responsibility to move the attachments containing personal data information in the already submitted partner reports to section "Personal data attachment".