

## **Guidelines on eMS changes related to GDPR**

**Version 1.0** 

**June 2018** 







## **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: <a href="https://www.eugdpr.org/">https://www.eugdpr.org/</a>.

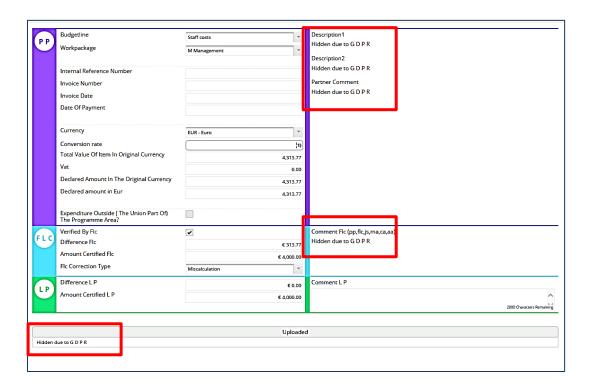
The EU programmes are obliged to collect and store in computerised form data on each operation necessary for monitoring, evaluation, financial management, verification and audit, including data on individual participants in operations, where applicable. Nevertheless, access to some of the data (e.g. 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**

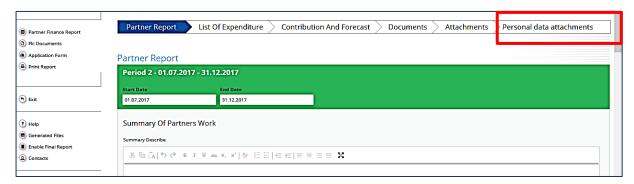
Project partners have access to their personal data in the partner report, however, in the DTP eMS (from version 3\_5.1c) only the FLC and FLC\_reado users (whose task is to review the FLC work) as well as the programme bodies (MA/JS, CA and AA) are able to see personal data related to salaries of partner's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



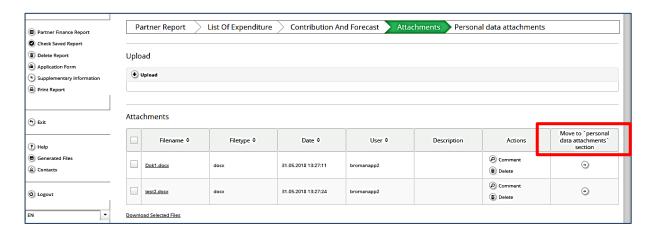


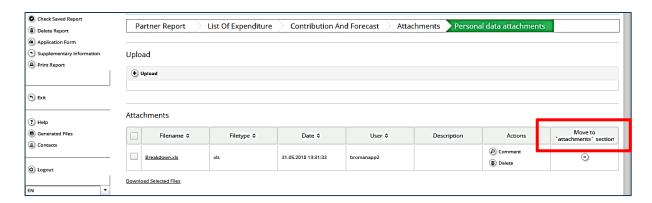
An additional tab called 'Personal data attachments' was added to the partner report. All files uploaded in this tab are hidden by default and only visible to privileged users.



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.







<u>ATTENTION</u>: 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".