Data Protection Notice

GREENSMES experts

In accordance with the General Data Protection Regulation (GDPR), the GREENSMES Project Consortium collects your personal data only to the extent necessary to evaluate your suitability for inclusion in our Roster of Experts.

1. The controller is:

- CIDEA Banja Luka City Development Agency
- Josifa Pančića 8, Banja Luka 78000, Bosnia and Hercegovina
- Person responsible for the processing: activity coordinator Milena Ljubičić
- Email: milena.ljubicic@cidea.org

2. The purpose of the processing is:

The information you provide in this questionnaire will be used solely for the purpose of evaluating your suitability for inclusion in our Roster of Experts. The Roster of Experts will connect experts with private and public project beneficiaries requiring assistance, and to engage them in relevant project and network activities. Experts will support SMEs testing green solutions, proof of concept, and/or introduction of sustainable practices/procedures, and more generally to drive green innovation and support sustainable development across the ADRION region.

3. The data subjects concerned by this notice are:

Interested experts who wish to be included in the GREENSMES project roster.

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

- Identification data (e.g., Full Name);
- Contact details: Email Address, Phone Number, Country of residence;
- Language(s);
- Linked In, personal blog or other;
- Education and Professional Qualifications: Highest Level of Education, Field of Study, Specialization (if applicable), Professional Certifications;
- Professional Experience: Total Years of Professional Experience, experience working

directly with SMEs and/or Business Support Organizations (BSOs), details of your experience in the areas of consulting, training and coaching for SMEs and/or BSOs;
- Industry (Sector) Specific Expertise;
- Specific Experience Related to Project needs;
- Curriculum Vitae (CV)

5. The recipients of the data are:

All recipients are on a "need to know" basis:

- GREENSMES Project staff.
- Authorized staff of project partner organizations when needs are justified: i.e. in case of audits or proceedings, procurement procedures for services within project, etc.
- Data will be shared with the IPA ADRION Program Joint Secretariat for reporting purposes.

6. Data Subjects' rights:

- You have the right to access, rectify, and erase your data, as well as the right to object to its processing.
- You can exercise your rights by sending an email with the requested change(s) to the email address provided in Section 1.

7. How does CIDEA protect and safeguard your data?

- Access to your data is restricted on a need-to-know basis.
- Data is stored on secure servers with strict security measures.
- Personal data in electronic format is stored on secure servers, and abide to contractual and GDPR requirements for data protection.

8. The legal basis of the processing is:

- General Data Protection Regulation (GDPR) - Specifically, Article 6(1)(b) 'processing is necessary for the performance of a contract to which the data subject is party...' and Article 6(1)(f) 'processing is necessary for the purposes of the legitimate interests pursued by the controller...'
- The processing is necessary for the legitimate interests of the GREENSMES project in establishing and managing a roster of qualified experts to achieve its objectives.
- The processing is necessary for the participation of the expert in the GREENSMES project, and potentially for entering into subsequent contracts for specific service

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

- For selected experts: Data will be kept for a maximum period of 3 years after the end of the GREENSMES project.
- For not selected experts: Data will be kept for 1 year after the end of the selection process.

10. Contact information:

- In case you have any questions about the collection/processing of your personal data, you may contact the data controller at the email address provided in Section 1.