Iceland Liechtenstein Norway **Civil Society** Fund

Information on the processing of personal data of applicants with proposals under the Rolling Call for Small Grants

Workshop for Civic Initiatives Foundation (WCIF), in fulfillment of its obligations as part of the Fund Operator of the EEA Civil Society Fund in Bulgaria, stores and processes the personal data of applicants with proposals under the Rolling Call for Small Grants.

The personal data collected serve to verify compliance with the criteria published in this Call and to prepare for the conclusion of a Grant contract (contained in forms, declarations, other required documents), as well as for the purposes of reporting to auditors, persons authorised by the Financial Mechanism Office, authorised national authorities.

The processing of the provided personal data is carried out by non-automatic and automatic means and includes collection, recording, organisation, storage, adaptation or modification, recovery, consultation, use, provision to the Financial Mechanism Office and other authorised persons, updating, destruction. Upon request by the person whose data is processed and stored - blocking, deletion or modification.

The period of storage of personal data is at least until December 31, 2035, according to the requirements of the Programme.

Personal data are provided voluntarily by the applicants. The representative of an applicant, who provides through the required documents and forms personal data of third parties included in the proposal, must have obtained the consent of these persons to provide their data to the managing organisation - WCIF. Refusal to provide personal data is grounds for the proposal not to be considered at the "qualitative assessment" stage, due to failure to meet the criteria for administrative compliance of the submitted proposal.

The persons whose data are provided have the right to access, correct or delete the personal data collected about them with the relevant consequences of these actions.

The persons whose data are provided have the right to be notified when their data is provided to third parties, other than those authorised by the Financial Mechanism Office and national authorities and auditors, the right to object to the processing of their data and their right to protection before the Commission for Personal Data Protection: www.cpdp.bg.

In connection with the exercise of their rights with respect to the personal data provided by them, applicants can familiarise themselves with the Personal Data Protection Policy of the Workshop for Civic Initiatives Foundation at https://frgi.bg/en/politika-za-zasthita-na-lichnite-danni/, as well as to contact the foundation at: 7 Enos St., 6th floor, apt. 9, 1408 Sofia, tel: +359 887 095 920, e-mail: office@frgi.bg

When submitting a proposal for a small project, the representatives of the applicants should declare that they are familiar with and agree with the specified information regarding the processing of the personal data contained in the proposal and that they have the consent of the persons whose data is included in the proposal through the relevant texts in the Applicant's Declaration and the Partner Declaration(s).

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