



INRAE



Personal Data Protection Policy

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Personal Data Protection Policy

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Purpose and scope

The capacities of observation and experimentation, from molecules to the living organism, populations and communities, are progressing at an unparalleled pace. In addition, digital technologies are playing a central role in the collection, organisation, processing and exploitation of information and knowledge. This context offers both infinite scope for new research and more tools that use personal information, making it possible to track individual activities in «one click».

Concerned with the ethical and legal aspects of the situation, INRAE is committed to privacy in this new digital dynamic. Having a joint ethics committee with CIRAD, IRD and Ifremer, a project ethics committee and a code of ethics, INRAE implements a policy of protecting the rights of individuals through its Personal Data Protection Policy (PDPP), intended as a digital ethics policy.

The European Regulation on «the protection of natural persons with regard to the processing of personal data and on the free movement of such data» (GDPR), approved on 14 April 2016 and applicable as of 25 May 2018, and French Law No 78-17 of 6 January 1978, as amended, on «IT, files and freedoms» defines the framework within which personal data may be collected, stored and processed.

This Personal Data Protection Policy sets out the commitment to handling information from employees, partners, volunteers participating in research and other interested parties with the utmost care and security.

With this policy, INRAE ensures that personal data are collected, stored and processed fairly, transparently and in accordance with individual rights. This policy applies in tandem with the information system security policy and the open science policy and is fully part of the institution's system of governance of scientific data.

This policy applies to all parties (agents, partners, stakeholders, etc.) who provide information of any type. All members of staff of the institution are subject to it.

Furthermore, it also applies to any person with whom INRAE works or who acts on behalf of INRAE and who may require occasional access to personal data.

INRAE's personal data protection policy

2.1 Guiding principles

INRAE collects and processes personal information as part of its management and research activities. This information includes all off-line or online data that identify a person directly or indirectly, such as names, addresses, usernames and passwords, photographs, social security numbers, financial data, responses to surveys, etc. This information concerns both paid and unpaid staff, participants in research projects, partners and service providers.

INRAE collects and processes this information transparently with the full cooperation of the people concerned, or in strict compliance with certain exceptions permitted by the regulations.

As part of this collection and processing procedure, the following principles apply:

Purpose of the processing: the personal data subject to processing are only collected and processed for a **specific legitimate purpose** (i.e. the processing must be justified with regard to the need for the activity to which it relates) that is **previously defined** (brought to the users' attention). The personal data may not be subsequently processed in a manner incompatible with this purpose, it being understood that processing for scientific research purposes is considered compatible by default.

Minimisation and proportionality: only information relevant and necessary with regard to the objectives pursued must be processed. The personal data collected must therefore be limited to the **strict purpose** of the processing (minimisation). It must be accurate, complete and up to date.

Respect for the rights of individuals: the people whose data are processed have a number of rights. Depending on the processing concerned, they have all or some of the rights of **information**, access, rectification, limitation, deletion and/or

opposition or withdrawal of their consent.

Limited data retention: Data may not be stored indefinitely in computer files. It must be destroyed, anonymised or archived within a **specified period**. However, it may be kept for longer periods insofar as it will be processed exclusively for historical, statistical or scientific research purposes.

Security and confidentiality: INRAE shall take all necessary measures to guarantee the **integrity, availability and confidentiality of personal data** (best efforts obligation). Security must be relevant with regard to the nature of the personal data. It may be technical, organisational and/or logical. INRAE's Information Systems Security Policy forms the basis of this obligation.

Finally, any exchanges with other systems or partners must be identified and justified.

2.2 Responsibilities and governance

Compliance with the regulations is the responsibility of the data controller. Three levels of responsibilities are defined within INRAE:

The Chair and Chief Executive Officer is responsible for and supports this data protection policy. He/she is the data controller for all personal data processing relating to the operation of INRAE, particularly processing related to administrative management, which is imposed on all. He/she is assisted in this role by the Deputy Chief Executive Officer (Resources) who monitors and implements this policy by delegation from the President.

The President of the Centre is responsible for managing all processing of personal data resulting from decisions adopted locally (in particular the implementation of video surveillance



of the Centre; access to premises by electronic pass, etc.) or any other processing not carried out at national level (i.e. choice of the use of tools other than those offered at national level).

The Director of an internal or mixed research unit, service unit, support or experimental unit, is responsible for all the scientific data processing implemented in his/her unit. He/she may delegate the task of declaring the data processing activity to the processing agent, i.e. the project manager. The director may be accompanied by a DPO. He/she shall preferably designate the employer's DPO when there is one (for assistance or support units/departments, the INRAE DPO is automatically designated).

At the same time, INRAE puts in place governance that involves the various levels of organisation of the institute in order to ensure consultation and coordination of actions allowing compliance with the regulations:

The Data Protection Officer (DPO) organises and implements the institution's personal data protection policy. He/she is INRAE's contact person with regard to the European Supervisory Authorities, including the *Commission Nationale Informatique et Libertés* (French supervisory authority) in France. He/she is the point of contact and expert for all personal data processing activities that require compliance with the regulations.

The Cybersecurity Officer (CO) participates in the validation of data processing implementation files when they require an opinion on the risk analysis and/or security approval component. He/she recommends what, if any, security measures should be implemented and sets out the Information Systems Security Policy (ISSP).

The Ethics Officer participates as much as necessary in the analysis of the files when required and may also submit files presented to the Project Ethics Committee to the DPO.

The Legal Affairs Department plays the role of legal expert in the event of questions and new regulatory provisions. It supports the DPO and the CO.

The Information Systems Department, as Project Manager in the implementation of personal data processing, ensures that the examination procedure is correctly applied to declaration requests, with referral to the Project Owner if necessary. The ISD, as Project Owner, is in the situation of a unit director.

The Data Governance Unit is, in particular, responsible for examining complex cases requiring an overview of all aspects of data governance (scientific, technical, legal, economic, etc.). It coordinates the various actions and ensures their consistency.

The Information Systems Approval Commission validates the residual processing risks presented in the meeting if they cannot be removed or accepted by the project leader who is responsible for the data processing.

2.3 Implementation of this policy

To facilitate the implementation of this policy and its adoption by the INRAE collectives, INRAE deploys an action plan with dedicated resources. The DPO is responsible for the development and monitoring of this plan.

The plan is intended to enable the deployment of actions around four priority tasks:

The organisation of internal processes

This task targets three types of action: The establishment of internal procedures for the declaration of processing activities and the documentation of the monitoring of the guiding principles, the implementation of training/awareness raising initiatives for the various INRAE stakeholders and the accessibility of information.

Compliance documentation

This task aims to maintain and update the GDPR register and to provide and update the documents necessary for the proper adoption of the regulations (guides, standard templates, etc.).

Risk management

This task, carried out partly in partnership with INRAE's Information Systems Security team, targets actions around the implementation of procedures related to risk analysis (related in particular to Information Systems Security) and incident management.

The compliance check

This task aims to set up internal advisory audits on the monitoring of the compliance of personal data processing within INRAE departments and units.





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**French national research institute for
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INRAE