**PROJECT PARTICIPANT QUESTIONNAIRE**

**1. PROJECT INFORMATION**

|  |  |
| --- | --- |
| Title | Aukštojo mokslo tarptautiškumo plėtra |
| Code | 09.3.1-ESFA-V-709-01-0003 |

**2.** **GENERAL INFORMATION ON PROJECT PARTICIPANT**

|  |  |
| --- | --- |
| Start date of participation in project activities |  |
| Last name (PDD1) |  |
| First name (PDD2) |  |
| Date of birth (PDD3)*(format 00-00-0000)* |  |
| Gender (PDD6) | [ ]  Male (V) [ ]  Female (M) |
| E-mail (PDD4)*xxx@xxx.xxx* |  |
| Tel. No. (PDD5)*+370xxxxxxxx* |  |

**2.1. Project participant’s labour market status** *(one most appropriate option shall be marked in column 2.1.)*

|  |  |
| --- | --- |
| 2.1.1. Employed |  [ ]  Self-employed[[1]](#footnote-1) (D1); [ ]  Employed under employment contract, civil servant (D2); |
| 2.1.2. Economically inactive |  [ ]  Pursue studies or training, but unemployed (E1);  [ ]  Unemployed, do not pursue studies or training[[2]](#footnote-2) (E2).  |

**2.2. Project participant’s educational background**

|  |  |
| --- | --- |
| 2.2.1. Education | *(One most appropriate option shall be marked. Education, which has already been acquired, shall be specified.)* [ ]  a pre-school-age child (I1); [ ]  primary education (4 forms) (I1); [ ]  basic education (10 forms) (I1); [ ]  secondary education (12 forms); professional qualification (I2); [ ]  higher education (Bachelor / Master / Doctor of Philosophy Degree) (I3);[ ]  An adult person without primary education (I4). |
| 2.2.2. Participation in training / courses / education programmes |  currently studying / participating in training (I5); currently not studying / not participating in any training (I6). |

**2.3. Project participant belonging to the groups** *(One or several most appropriate options shall be marked.)*

[ ]  A person belonging to social, cultural, ethnic and religious minorities, a migrant, a person of foreign origin (G3);

[ ]  A disabled person (G4);

[ ]  A person who has no habitual residence[[3]](#footnote-3) (G5);

[ ]  A person belonging to socially vulnerable groups[[4]](#footnote-4) (G7);

[ ]  A person not belonging to any socially vulnerable group[[5]](#footnote-5) (G8);

[ ]  I disagree to provide this information5 (G9)

**3.** **INFORMATION ON COMPLIANCE OF A PROJECT PARTICIPANT WITH ADDITIONAL CRITERIA**

**4. OTHER FEATURES**

I certify that the information provided in items 2-4 of the Project Participant Questionnaire is correct.

I am aware of my, as the data subject, rights established by the Republic of Lithuania Law on Legal Protection of Personal Data.

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 (*signature*) (*first name, last name*)

**REPORT ON THE PROCESSING OF PERSONAL DATA**

In order to ensure the protection of your personal data processed in accordance with Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 (General Data Protection Regulation) (OJ 2016 L 119, p. 1) (hereinafter − GDPR) we hereby inform that:

**Your personal data controller** –Ministry of Finance of the Republic of Lithuania, Lukiškių str. 2, tel. (+370 5) 239 0000, e-mail: finmin@finmin.lt. The contacts of the Data Protection Officer of the Ministry of Finance of the Republic of Lithuania: dap@finmin.lt.

 **Personal data processing purposes:**

* + The monitoring of project implementation (project costs and results, efficiency of project training);
	+ The preparation and submission of reports to the European Commission (aggregated anonymised data on gender and belonging to the groups specified in the questionnaire);
	+ Social studies (used your data provided).

 **Legal basis for processing the personal data:**

You participate in the activities of the project, which is financed from the EU Funds, where the costs of the event and the results of the project are reported to the European Commission. According to the requirements of the European Commission[[6]](#endnote-1), Lithuania must report on the affiliation of the persons involved in the projects to various groups (accordingly produced questionnaire is presented to you) and the possibility of identifying a genuinely existing person must be ensured.

The personal data you provided (name, surname, date of birth, sex, e-mail address, tel. , status in the labour market, education, belonging to the groups listed in the questionnaire, compliance with additional criteria specified in the questionnaire) is processed to fulfil the legal obligation applicable to the controller (Article 6(1)(c) of GDPR ).

If you refuse to provide the requested personal data, you will miss the opportunity of participating in the project activities.

**Categories of recipients of your personal data:**

* + The Project Promoter;
	+ The implementing authority;
	+ The institutions and undertakings involved in social studies.

**Ensuring the security of personal data:**

* + Personal data entered and stored in the EU Funds’ information system (SFMIS2014) is restricted to staff of the implementing authorities administering the project. All employees have signed confidentiality obligations. The employees’ actions are recorded in the information system.
	+ The SFMIS2014 system is regularly audited and certified as regards data safety.
	+ Personal data is processed in accordance with GDPR, other the legal acts of the Ministry of Finance of the Republic of Lithuania and other institutions administering the EU Funds regulating the processing of personal data.
	+ Personal data in the SFMIS2014 database is stored till the end of the implementation of a relevant EU Structural Funds’ programme, where in the archive SFMIS2014 database the data is stored for three years after the end of the implementation of the programme or the final date of approval of the final programme report.
	+ The documents or copies thereof containing personal data are kept in accordance with the procedure laid down by legal acts implementing the Republic of Lithuania Law on Documents and Archives .

**Additional information:**

Some your personal data (name, surname, date of birth and social insurance periods) may be received from the Republic of Lithuania Register of the Persons Insured by State Social Insurance and Beneficiaries of State Social Insurance (Sodra) Benefits.

**Your rights:**

You have the right to ask to access your personal data, to require the correction of inaccurate, incomplete your personal data or to restrict the processing of data.

Your rights are implemented on the basis of the GDPR requirements and the Description of Personal Data Processing and the Implementation of the Rights of Data Subjects in the Ministry of Finance, which is available on http://finmin.lrv.lt/lt/asmens-duomenu-apsauga-1. If you want to take the above steps, please contact the Data Protection Officer of the Ministry of Finance.

If you think that your rights relating to our processing of personal data have been violated, you have the right to contact the supervisory authority – the State Data Protection Inspectorate.

This information report may be revised, if necessary. Any amendment thereto is notified on website: www.esinvesticijos.lt , where this notice is published. It is available on www.esinvesticijos.lt/dokumentai.

If you have any questions regarding the event in which you participate, please contact the Project Manager.

1. Owners of sole proprietorships , members of communities, persons engaged in individual activities, persons possessing business licences, natural persons engaged in individual agricultural activities [↑](#footnote-ref-1)
2. For example: a person, who retired, stopped business, completely disabled, housewives, and etc. [↑](#footnote-ref-2)
3. A homeless person, a resident in a boarding house, crisis centre, a person who received the bailiff’s call to move out, a person living in a house which do not meet the requirements for construction and special standards. [↑](#footnote-ref-3)
4. A person who is a beggar, vagrant, addict, prone to commit crimes, victim of physical or sexual violence in a family, having lost skills of independent life, a child facing learning difficulties or out-of-school child, illiterate and belonging to other socially vulnerable groups specified in the Description of the Terms and Conditions for Financing of Projects. [↑](#footnote-ref-4)
5. This criterion could be marked, only in case when the target group of the project is not one of the groups indicated above. [↑](#footnote-ref-5)
6. • Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013.

• Project Administration and Financing Rules approved by Minister of Finance of the Republic of Lithuania Order No 1K-316 of 8 October 2014. [↑](#endnote-ref-1)