

Sent by RTD EXPERT CENTRAL CELL <[RTD-EXPERT-CENTRAL-CELL@ec.europa.eu](mailto:RTD-EXPERT-CENTRAL-CELL@ec.europa.eu)>.

According to the Horizon 2020 procedure for granting an access to EC database of experts, please note that an official request should be sent by letter(\*) addressed to our Director-General:

*European Commission  
Directorate-General for Research and Innovation  
Director-General  
ORBN 03/136  
B-1049 Brussels*

**Subject: Request for access to the European Commission database of experts**

In this letter, please indicate:

- In which quality your organisation is requesting the access to our EC database of experts and for which purpose;
- Who should have the access and mention the exact email address(es) of the people concerned.

Considering the provisions laid down in Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing data by the Community institutions and bodies and on the free movement of such data, the transfer of personal data to recipients, other than Community institutions and bodies is allowed only if some provisions are met beforehand, notably:

- the transfer is compliant with Article 8 or Article 9 of Regulation (EC) No 45/2001;
- the data is processed only for the purposes for which they were transmitted;
- the data subjects are informed in advance.

Taking the above into account, we need to know for which specific programmes and projects you intend to use the experts and who will be the final user of experts' personal data.

You have already explicitly described it in your email, thus we will appreciate if this information is also included in the official request.

After having checked the eligibility/non-eligibility of your request, we will issue a letter signed by our Director-General, Mr Robert-Jan Smits, confirming the approval/refusal of granting this access to the indicated people.

In case of approval, the relevant people will be contacted by our services for technical arrangements.

*(\*) Disclaimer: The submission of an official request for access to the European Commission Expert Database does not entail an obligation on the part of the Directorate-General for Research and Innovation to grant access to the Expert Database.*

Kind regards,  
RTD Experts Central Cell