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DESCRIPTION OF THE PROCEDURE FOR DATA SUBMISSION VIA THE (e) SOCIAL INNOVATION INFORMATION SYSTEM

I. GENERAL PROVISIONS

1. Description of the Procedure for Data Submission (hereinafter “the Description”) regulates the procedures for accessing the (e) Social Innovation Information System (hereinafter eSINNIS), and for submitting and retrieving data via eSINNIS.
2. ‘eSINNIS users’ shall mean persons who are entitled to perform the actions set out in the eSINNIS Description.

II. SUBMISSION OF DATA, APPLICATIONS AND DOCUMENTS

3. In order to apply and become an eSINNIS user, a person must fill in the eSINNIS registration form at <https://esf.lt/en/>. While filling in the registration form for access to eSINNIS, the person must confirm that he or she has read the Description and the notification regarding the processing of personal data (Annex 1 to the Description) available on the eSINNIS login screen and on the website at www.esf.lt/en/, and provides assurance that the organisation has granted him/her the right to apply. Confirmation by the person that he/she has read the Description and the notification regarding the processing of personal data entitles him/her to submit an application. After submitting the application, the person shall be entitled to receive and send notifications relating to his or her application.
4. Once logged in, an eSINNIS user fills in the application form for a specific Call. If, for objective reasons, completing the application form via eSINNIS becomes impossible, an authorised employee of the European Social Fund Agency (hereafter, ‘the Agency’) shall prepare an application form and make it available to the eSINNIS user.
5. eSINNIS users shall fill in the application form and upload the required attachments (as specified in the Call Conditions).
6. eSINNIS users shall submit their applications and accompanying documents for verification. eSINNIS verifies that the application has been correctly completed according to the then existing functionality of eSINNIS.
7. If the application is completed correctly, and no error list is generated, the application and attached documents are submitted to the Agency via eSINNIS.
8. If the application is completed incorrectly, a list of errors is produced. Once all errors in the application have been corrected, the eSINNIS user resubmits the application for verification. The process resumes from the steps set out in points 6 and 7 of the Description.
9. eSINNIS users may re-fill their application, upload or remove the attached documents, and then submit them to the Agency or delete them from eSINNIS.
10. An application and the accompanying documents may no longer be removed from eSINNIS, once they have been submitted to the Agency.
11. eSINNIS users have a possibility to cancel a document, that has been submitted by mistake or has a wrong content, by placing a request via eSINNIS.
12. eSINNIS users shall adjust the application submitted to the Agency and/or submit additional supporting documents only by request of the Agency.
13. eSINNIS users shall receive a confirmation that their application was successfully submitted and registered.

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14. The date of receipt of notifications and documents by the Agency via eSINNIS shall be deemed to be their date of entry in eSINNIS.
15. eSINNIS users must ensure that personal data (uploaded into eSINNIS) are processed in accordance with 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 (hereinafter ‘the GDPR’), also with other data protection legislation and interpretations by the competent authorities. By uploading personal data, eSINNIS users confirm that they are authorised to transfer personal information of other persons.
16. The Agency shall handle the personal data within eSINNIS in accordance with the GDPR, other data protection legislation, and interpretations by the competent authorities. Information on the processing of personal data by the Agency is published here: (<https://esf.lt/en/>).

III. NOTIFICATIONS

17. Information about a new message received in eSINNIS shall be sent to the e-mail address provided by the eSINNIS user. The user can access the message by logging-in into eSINNIS.
18. The “Communication” section of eSINNIS is visible to all users. The “Your Questions” section only displays the user’s own messages and the responses received to them.

IV. COMMUNICATION BETWEEN THE AGENCY AND eSINNIS USERS

19. eSINNIS users shall submit data and documents to the Agency via the eSINNIS messaging service (in the “Communication” section of eSINNIS).
20. eSINNIS users may contact the Agency for help on the eSINNIS functions available to the users (procedures for transmitting documents or data via eSINNIS), submit questions and/or upload the required documents or data, but also access the received replies and documents uploaded by the Agency.
21. The eSINNIS Messaging Service shall be used for official notifications.
22. To send a notification to the Agency, eSINNIS users shall:
- 22.1. enter the heading of the notification,
 - 22.2. enter the text of the notification,
 - 22.3. attach the copies of documents (if necessary).
23. Once a notification has been sent to the Agency, it can no longer be deleted from eSINNIS.

V. FINAL PROVISIONS

24. The date of receipt by the Agency of notifications and documents shall be deemed to be the date of their arrival in eSINNIS.
25. The data of eSINNIS users will be used for:
- 25.1. identification of eSINNIS users,
 - 25.2. communication,
 - 25.3. submission of electronic documents.
26. eSINNIS documents and data shall be processed and stored in accordance with the Law of the Republic of Lithuania on Documents and Archives and its implementing legislation.
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ANNEX 1

CONSENT TO THE PROCESSING OF PERSONAL DATA AND PRIVACY STATEMENT

I agree that my personal data specified bellow will be processed under the conditions specified in this Consent to the processing of personal data and privacy statement.

GENERAL INFORMATION

European Social fund Agency (hereinafter – Agency) (legal entity code 192050725, address M. Katkauskas g. 44, Vilnius, e-mail address: info@esf.lt, data protection officer's e-mail address: dap@esf.lt) realizing the special importance concerning the protection of your personal data, will collect and process only those data of yours that are necessary for the performance of Agency's activities.

Agency will process personal data lawfully, transparently, and fairly, for predetermined purposes and only to the extent necessary to achieve the purposes. When processing personal data, we will strive to keep it accurate, secure, confidential, properly stored, and protected. We guarantee that your personal data will not be transferred to other persons without a legal basis.

When processing your personal data, Agency will comply with the General Data Protection Regulation ([GDPR](#)) the Law on the Legal Protection of Personal Data of the Republic of Lithuania, as well as the personal data processing requirements established in other legal acts.

LEGAL BASIS FOR DATA PROCESSING

GDPR Article 6(1)(a) - the data subject has given consent to the processing of his or her personal data for one or more specific purposes).

WHAT PERSONAL DATA AGENCY WILL PROCESS?

Agency will collect, use, store and delete personal data:

1. name, surname,
2. phone number,
3. e-mail address.

FOR WHAT PURPOSE AGENCY WILL PROCESS YOUR PERSONAL DATA

The above mentioned data will be used to identify the electronic European Social Innovation Information System (hereinafter – eSINNIS) users, for communication and electronic document submission.

HOW LONG AGENCY WILL PROCESS YOUR PERSONAL DATA

Data is stored from the date of submission of users registration form until the end of the ESF Social innovation + Initiative implementation, but no longer than until 2030.

YOU HAVE THE RIGHT TO:

- be informed about the processing of your personal data.
- access your personal data.

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- request the rectification, access to or restriction of the processing of your personal data or your personal data to be deleted.
- not consent to the processing of your personal data.
- receive personal data in a structured, computer-readable format and request that personal data would be transferred directly to another controller, where technically possible (right to data portability).
- the right to lodge a complaint with the State Data Protection Inspectorate regarding the actions (inaction) of the Agency.
- withdraw consent to the processing of personal data at any time.

You can implement your rights by submitting a written request to the Agency by post, electronic means, in person or through a delegated person. Please note that we will need to verify your identity.

CONTACT US

For all personal data processing issues, you can contact by e-mail: personalas@esf.lt

In case you have any further questions concerning your rights as a data subject or the processing of your personal data within the Agency, do not hesitate to contact our data protection officer at dap@esf.lt

If you want to lodge a complaint with the State Data Protection Inspectorate, please go to the official website: <https://vdai.lrv.lt/en/>.