

Information notice related to the processing of your personal data within the 2026 Marie Speyer Excellence Grants scheme

In accordance with the EU GDPR, the University of Luxembourg (hereafter the “University”), a public higher education and research institution, operating under the authority of the Ministry for higher education and research, collects and processes your personal data as the Data Controller, for the purpose of evaluating proposals for the 2026 Marie Speyer Excellence Grants scheme (the “MSE scheme”). In particular, we collect and process your personal data as an independent expert reviewer engaged by the University to review the applications to the 2026 MSE scheme in order to assess your eligibility and designate you as a reviewer and manage our relationship with you, including handling any payments or benefits.

The categories of personal data processed for the abovementioned purposes are the following:

- **Personal data included in the External Reviewers Commitment Form:** first and last name, email, role and institution, acceptance or not of the invitation to act as expert reviewer, date of form submission, if applicable, details on the conflict of interest, any other comments/data left in the open field for comments.
- **Personal data included in the review form:** first and last name, work address, telephone number, and email address;
- **Bank account details,** if payments or other benefits are due.

The legal basis for the processing of your personal data is the legitimate interest of the University to ensure that independent experts are engaged by the University to review the applications for the 2026 MSE scheme in a fair and impartial manner (art. 6.1 f) GDPR).

Your personal data will be shared with the following internal parties involved in the evaluation process:

- the team managing the MSE scheme, composed of staff of the Rector’s Office of the University, including the Gender Equality Team;
- if applicable, staff of the Finance and Accounting Department, for handling payments or benefits.

Please note that Microsoft Forms is used for the collection of your personal data via the External Reviewers Commitment Form, and Microsoft OneDrive is used for the storage of your personal data. This signifies that Microsoft might have access to your data. The use of Microsoft tools might involve transfer and/or access of your data outside of the EU, as part of the technical support provided by Microsoft. The University has in place an agreement with Microsoft, including Standard Contractual Clauses for such international data transfers.

Personal data from participating expert reviewers is stored for 5 years at the University of Luxembourg.

According to the GDPR, you benefit from the following rights if the conditions for their exercise are met: Right to be informed; right to access your personal data; right to rectification; right to erasure; right to restrict the scope of the processing; right to object; right to data portability; right to lodge a complaint.

The University provides further information on its [dedicated website](#). You can exercise your rights by contacting the Data Protection Officer of the University at dpo@uni.lu.

If you consider that the processing of your personal data infringes the GDPR, you have the right, without prejudice to any other administrative or judicial remedy, to lodge a complaint with a supervisory authority, [the CNPD](#), by using the dedicated contact form.