



***Please note that, in case of inconsistency between the text of the call and the contract, the call text prevails.***

## EXPERT CONTRACT

**CONTRACT NUMBER — EOI/EFSA/COM/2026/01 – CT XX UNIT**

This Contract (or hereinafter 'the Contract') is between the following parties:

on the one part,

The European Food Safety Authority, hereinafter referred to as "the Contracting Authority" or "EFSA", established by Regulation (EC) No 178/20021 of the European Parliament and of the Council laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, as last amended, with offices on Via Carlo Magno 1/a 43126 Parma (Italy), represented by Mr Nikolaus Kriz, Executive Director

and on the other part,

**Expert Surname and Name**

**Address**

**Email address**

Hereinafter referred to as 'the expert'.

The parties referred to above have agreed to enter into this Contract under the terms and conditions below.

By signing this Contract, the expert confirms that s/he has read, understood and accepted the Contract and all its obligations and conditions, including the Terms of Reference set out in Annex 1, the Code of Conduct set out in Annex 2 and the Declaration of confidentiality set out in Annex 3.

The Contract is composed of:

Terms and conditions

Annex 1	Terms of Reference
Annex 2	Code of Conduct
Annex 3	Declaration of confidentiality

<sup>1</sup> OJ L 31 of 01.02.2002



## GENERAL

### **CHAPTER 1 - SUBJECT OF THE CONTRACT AND WORKING ARRANGEMENTS**

#### **ARTICLE 1 - SUBJECT OF THE CONTRACT**

1. The subject of the Contract is an assistance to EFSA with the tasks in the area of XXXX as specified in the Notice of call for expressions of interest. The exact tasks to be performed and deliverables to be produced under this Contract are detailed in Annex 1.

#### **ARTICLE 2 - WORKING ARRANGEMENTS**

This contract enters into force on the date on which the last party signs it and it covers the deliverables stipulated in Annex 1.

The expert may not under any circumstances start work before the date on which this Contract enters into force by means of its signature by both parties.

### **CHAPTER 2 - FEES/PRICE, ALLOWANCES AND REIMBURSEMENT OF EXPENSES**

#### **ARTICLE 3 - FEES/PRICE**

1. The expert is entitled to receive the fee/price calculated and agreed in Annex 1. This fee/price covers the deliverables specified in Annex 1 and will be paid in line with rules therein specified.

The maximum amount due to the expert shall not exceed the amount specified in Annex 1.

2. The fee/price amount is VAT excluded. EFSA is VAT exempted, as per the Protocol on privileges and immunities.

#### **ARTICLE 4 - ALLOWANCES AND REIMBURSEMENT OF EXPENSES**

1. Where applicable, the travel and subsistence expenses directly connected with execution of the tasks will be reimbursed under the conditions set out in the Annex 1 of the Notice of call for expressions of interest.
2. The amounts related to travel costs indicated in Annex 1 of the Notice of call for expressions of interest refer to return travels.

### **CHAPTER 3 - RIGHTS AND OBLIGATIONS OF THE PARTIES**

#### **ARTICLE 5 - PERFORMANCE OF THE CONTRACT**

1. The expert must perform the Contract in compliance with its provisions and all legal obligations under applicable EU, international and national law.

**UNIT**

The expert must do so fully, within the set deadlines and to the highest professional standards.

The expert must, in particular, ensure compliance with:

- the Code of Conduct (Annex 2); and
- national legislation, including taxation, social security and labour law regarding any payment received from EFSA

The terms and conditions of this Contract do not constitute an employment agreement with EFSA.

2. If the expert cannot fulfil his/her obligations, s/he must immediately inform EFSA. If, in this situation, the deliverables remain partially delivered, the fee/price agreed in Annex 1 will be reduced by EFSA proportionally.

**ARTICLE 6 - KEEPING RECORDS – SUPPORTING DOCUMENTATION**

The expert must keep records and other supporting documentation (original supporting documents) as evidence that the Contract is performed correctly, and the expenses were actually incurred. These must be available for review upon EFSA's request.

The expert must keep all records and supporting documentation for five years starting from the date of the last payment. If there are on-going checks, audits, investigations, appeals, litigation or pursuit of claims, the expert must keep the records and supporting documents until these procedures end.

**ARTICLE 7 - REQUEST FOR PAYMENT**

1. To obtain fees/price agreed in Annex 1, travel costs and daily subsistence allowances, the expert must submit a request for payment or invoice in writing via email to [EFSAProcurement@efsa.europa.eu](mailto:EFSAProcurement@efsa.europa.eu)
2. The request(s) for payment must be submitted within 30 days of the date(s) for submitting the report(s) or deliverable(s) specified in Annex 1, never before.
3. The payment will be executed only and always after EFSA endorses the deliverables produced by the expert. Annex 1 indicates deliverables that can trigger the payment request.

**ARTICLE 8 - BANK ACCOUNT**

Payments shall be made to the expert's bank account denominated in euro, identified as follows:

**Bank:**

**Exact designation of account holder:**

**IBAN code:**



The expert shall provide the [Administrative data form](#), [Business partners- Legal Entity File \(LEF\) and Bank Account File \(BAF\)](#) for the purpose of processing payments.

## ARTICLE 9 - PAYMENTS

1. EFSA will make payments within 30 calendar days of receiving the completed payment request(s) unless Article 13 applies.
2. Payments are subject to EFSA's approval of deliverable(s) or report(s), and of the payment request(s). Approval of deliverables does not imply recognition of compliance, authenticity, completeness or correctness of content.
3. Payments will be made in euros.
4. Payments will be made to the bank account specified by the expert in the payment request and provided for in Article 8.
5. EFSA's payments are deemed to be carried out on the date on which its account is debited.
6. On expiry of the payment period specified in paragraph 1 and without prejudice to Article 13, the contractor is entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in Euros (the reference rate), plus 3.5 points. The reference rate is the rate in force on the first day of the month in which the payment period ends, as published in the C series of the Official Journal of the European Union.

The suspension of the payment periods in accordance with Article 13 may not be considered as a late payment.

Interest on late payment covers the period running from the day following the due date for payment up to and including the date of actual payment as defined in paragraph 5.

However, when the calculated interest is lower than or equal to EUR 200, it must be paid to the contractor only upon request submitted within two months of receiving late payment.

Conversions between the euro and other currencies will be made at the daily euro exchange rate published in the Official Journal of the European Union or failing that, at the monthly accounting exchange rate established by the European Commission and published on the website

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) applicable on the day on which EFSA issues the payment order.

## ARTICLE 10 - OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL PROPERTY RIGHTS)

1. EFSA must fully and irrevocably acquire the ownership of the results under this Contract including any rights in any of the results listed in this Contract, including copyright and other intellectual or industrial property rights, as well as all technological solutions and information contained within these technological solutions, produced in performance of the Contract. EFSA may exploit them as stipulated in this Contract. EFSA must acquire all the rights from the moment the results are delivered by the expert and accepted by EFSA. Such delivery and acceptance are deemed to constitute an effective assignment of rights from the



- expert to the Union. The result is without prejudice to any review by an EFSA scientific Working Group or Panel.
2. EFSA must acquire ownership of each of the results produced as an outcome of this Contract which may be used, for the following purposes of:
    - (a) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
    - (b) storage of the original and copies made in accordance with this Contract;
    - (c) archiving in line with the document management rules applicable to EFSA.
  3. EFSA may use, publish, assign or transfer these results as it sees fit, without any limitations (geographical or other), unless intellectual property rights already exist.

## **ARTICLE 11 - PROCESSING OF PERSONAL DATA**

### **1. Processing of personal data by EFSA**

Personal data processing under the Contract shall be carried out in accordance with Regulation (EU) 2018/1725 ('the EUDPR').

EFSA shall process such data in its capacity as data controller solely for the purposes of the performance, management and monitoring of the Contract.

Personal data may also be disclosed to EU bodies responsible for audit, control and inspection activities, in accordance with applicable EU law.

The expert shall have the right to access their personal data and to request rectification thereof. To exercise these rights, the expert shall contact EFSA as the data controller.

The expert shall have the right to lodge a complaint with the European Data Protection Supervisor concerning the processing of their personal data in the context of this Contract.

### **2. Processing of personal data by the expert in the performance of tasks**

Where the performance of the Contract requires the expert to process personal data, the expert shall act only on documented instructions from EFSA as the data controller. This shall apply in particular to the purpose of the processing, the categories of personal data processed, access to the data and confidentiality obligations.

The expert shall implement appropriate technical and organisational measures to address the risks inherent in the processing of personal data and, in particular, shall:

- (a) prevent unauthorised persons from accessing information systems used to process personal data, including protection against:
  - (i) unauthorised reading, copying, alteration or removal of storage media;
  - (ii) unauthorised input, disclosure, alteration or deletion of stored personal data;
  - (iii) unauthorised use of data-processing systems by means of data transmission facilities;
- (b) ensure that authorised users of data-processing systems can access only the personal data to which their access rights relate;



- (c) record which personal data have been disclosed, when and to whom;
- (d) ensure that personal data processed on behalf of EFSA can be processed only in accordance with EFSA's instructions;
- (e) ensure that, during transmission of personal data and the transport of storage media, personal data cannot be read, copied or deleted without authorisation;
- (f) design and maintain its organisational structure in a manner that ensures compliance with data protection requirements.

## ARTICLE 12 - CHECKS, AUDITS AND INVESTIGATIONS

1. EFSA may carry out checks and audits to ascertain compliance with the proper implementation of the tasks (including assessment of deliverables and reports) under this Contract and whether the expert is meeting its obligations.

It may do so throughout the Contract's validity and up to five years after the last payment is made. The expert must provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted. The expert must allow access to sites and premises on which the tasks specified in this Contract are performed.

2. Under Regulation No 2185/96<sup>2</sup> and Regulation No 883/2013<sup>3</sup> (and in accordance with its provisions and procedures), the European Anti-Fraud Office (OLAF) may — at any moment during implementation of the Contract or afterwards — carry out investigations, including on-the-spot checks and inspections, to establish whether there has been fraud, corruption or any other illegal activity under the Contract affecting the financial interests of the EU.
2. Under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 263 of the Financial Regulation No 2024/2509<sup>4</sup>, the European Court of Auditors (ECA) may — at any moment during implementation of the Contract or afterwards — carry out audits.

The ECA has the right of access for the purpose of checks and audits.

3. Findings in checks, audits or investigations may lead to the reduction or rejection of fees, rejection of claims for allowances and expenses in accordance with Article 15, or recovery of undue amounts in accordance with Article 16.

Moreover, findings arising from an OLAF investigation may lead to criminal prosecution under national law.

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<sup>2</sup> Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspection carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15.11.1996).

<sup>3</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248).

<sup>4</sup> Regulation (EU, Euratom) No 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) - OJ L, 2024/2509, 26.9.2024, ELI: <http://data.europa.eu/eli/reg/2024/2509/oj>.



## **CHAPTER 4 - EFFECTS OF BREACHING CONTRACTUAL OBLIGATIONS**

### **ARTICLE 13 - SUSPENSION OF THE PAYMENT TIME LIMIT**

1. EFSA may at any point suspend the payment time limit if a request for payment cannot be processed because it does not comply with the Contract's provisions.
2. EFSA must notify the expert of the suspension and the reasons for it.
3. The suspension takes effect on the day the notification is sent by EFSA.
4. If the condition for suspending the payment time limit as referred to in paragraph 1 is no longer met, the suspension will be lifted — and the remaining period will resume.  
If the suspension exceeds two months, the expert may ask EFSA if the suspension will continue.
5. If the payment time limit has been suspended due to the non-compliance of the reports or deliverables in accordance with Annex 1 and the revised report or deliverables or payment request is not submitted or was submitted but is also rejected, EFSA may also terminate the Contract in accordance with Article 17.

### **ARTICLE 14 - LIQUIDATED DAMAGES**

#### **1. Delay in delivery**

If the expert fails to perform its contractual obligations within the applicable time limits set in this contract, EFSA may claim liquidated damages for each day of delay using the following formula:

$$0.3 \times (V/d)$$

where

*V* is the price of the relevant purchase or deliverable or *result* or, failing that, the total amount of the contract specified in Annex 1;

*d* is the duration (number of days) specified for delivery of the relevant purchase or deliverable or *result* or, failing that, the duration of *performance of the contract* specified in Annex 1.

Liquidated damages may be imposed together with a reduction in price, under the conditions laid down in Article 15.

#### **1. Procedure**

EFSA must *formally notify* the expert of its intention to apply liquidated damages and the corresponding calculated amount.

The expert has 30 days following the date of receipt to submit observations. Failing that, the decision becomes enforceable the day after the time limit for submitting observations has elapsed.

If the expert submits observations, EFSA taking into account the relevant observations, must *notify* the expert:



- (a) of the withdrawal of its intention to apply liquidated damages; or
- (b) of its final decision to apply liquidated damages and the corresponding amount.

#### **ARTICLE 15 - REDUCTION OF FEES OR REJECTION OF FEES, CLAIMS FOR ALLOWANCES AND EXPENSES**

1. EFSA may reject:
  - (a) (parts of) the fees/price if the expert does not fulfil the tasks set out in Article 2;
  - (b) claims for allowances or expenses if they do not fulfil the conditions set out in Article 4.
2. EFSA may reduce the fees/price if the expert is in breach of any of its other obligations under the Contract (including the obligations set out in the Code of Conduct).
3. EFSA must formally notify the expert of its intention to reduce or reject the fees/price or claims, including the reasons why, and invite him/her to submit any observations within 30 calendar days.

If EFSA does not accept the observations by the expert, it will formally notify its confirmation of the rejection or reduction.

#### **ARTICLE 16 - RECOVERY OF UNDUE AMOUNTS**

1. EFSA may recover any amount that was paid but was not due under the Contract.
2. EFSA must formally notify the expert of its intention to recover undue amounts, including the reasons why and invite him/her to submit any observations within 30 calendar days.

If EFSA does not accept these observations by the expert, it will confirm the recovery by formally notifying a 'debit note' that specifies the amount, payment terms and date.

3. The expert must repay the amount specified in the debit note to EFSA.
4. If the expert does not repay the requested amount by the date specified in the debit note, late-payment interest will be added to the amount to be recovered.

The interest rate used will be the same as the rate applied by the European Central Bank (ECB) for its main refinancing operations in euros ('reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the payment deadline specified in the debit note expires, as published in the C series of the *Official Journal of the European Union*.

5. If the expert does not repay the requested amount by the date specified in the debit note, EFSA may recover the amounts due by offsetting them against any amounts owed to the expert by the EU institutions or an executive agency (from the EU or Euratom) budget without the expert's consent.

#### **ARTICLE 17 - TERMINATION OF THE CONTRACT**

1. EFSA may at any moment terminate the Contract if the expert:

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- (a) is not performing his/her tasks or is performing them poorly; or
  - (b) has committed substantial errors, irregularities or fraud, or is in serious breach of his/her obligations under the selection procedure or under the Contract, including false declarations and obligations relating to the Code of Conduct.
2. EFSA must formally notify the expert of its intention to terminate the Contract, including the reasons why and invite him/her to submit any observations within 30 calendar days.  
If EFSA does not accept these observations by the expert, it will formally notify confirmation of the termination.
  3. The termination will take effect on the date the notification is sent by EFSA.
  4. The expert may at any moment terminate the Contract if s/he is not able to fulfil his/her obligations in carrying out the work required as referred to in Articles 2.
  5. The expert must formally notify EFSA, including the reasons why by giving 15 days' notice.
  6. The termination will take effect on the date EFSA will formally confirm the termination.
  7. Only fees/price for accomplished tasks and expenses for travel actually carried out before termination may be paid subject to Article 15. The expert must submit the payment request for the tasks already executed by the date of termination within 30 calendar days from the date of termination.
  8. On termination of the Contract, EFSA may sign a contract with another expert to carry out or complete the work. It may claim from the expert all extra costs incurred when doing this, without prejudice to any other rights or guarantees it may have under the Contract. EFSA reserves the right to check if a Contractor, currently in receipt of unemployment payment from the EU budget, has declared income deriving from this contract to the Commission. EFSA reserves the right to terminate the contract in case such declaration was not made.

**ARTICLE 18 - LIABILITY FOR DAMAGES**

EFSA cannot be held liable for any damage caused or sustained by the expert or any third party during or as a consequence of performing the Contract, except in the event of EFSA's wilful misconduct or gross negligence.

**ARTICLE 19 - FORCE MAJEURE**

1. 'Force majeure' means any situation or event that:
  - prevents either party from fulfilling its obligations under the Contract;
  - was unforeseeable, exceptional and beyond the parties' control;
  - was not due to error or negligence on its part and
  - proves to be inevitable in spite of exercising due diligence.
2. A force majeure must be immediately and formally notified to the other party.  
Notification must include details of the situation's nature, likely duration and expected effects.



3. The party faced with a force majeure will not be held in breach of its contractual obligations if the force majeure has prevented it from fulfilling them.

## **CHAPTER 5 - FINAL PROVISIONS**

### **ARTICLE 20 - COMMUNICATION BETWEEN THE PARTIES**

1. Communication under the Contract must:

- be made in writing and
- bear the contract number;

Formal notifications must be made by e-mail with return receipt or equivalent, or by equivalent electronic means.

2. Communications to EFSA on administrative issues must be sent to the following address: [EFSAProcurement@efsa.europa.eu](mailto:EFSAProcurement@efsa.europa.eu)

Communications to EFSA on the operational implementation of the Contract must be sent to the address provided in the Contract.

Electronic communication is considered to have been received by the parties on the day of dispatch of that communication provided it is sent to the e-mail addresses as stated on the beginning of the Contract for the expert and in paragraph 2 of this Article for EFSA.

Dispatch must be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party must immediately send again such communication to the e-mail address provided in this Contract. In case of unsuccessful dispatch, the sending party is not held in breach of its obligation to send such communication within a specified deadline.

The sender must send the original signed paper version without unjustified delay if requested by any of the parties.

3. Formal notifications are considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

### **ARTICLE 21 - AMENDMENTS TO THE CONTRACT**

1. In justified cases — and provided that the amendment does not entail changes to the Contract which would call into question the selection procedure — any party may request an amendment.

Amendments must be made before new contractual obligations are enforced.

2. The party requesting an amendment must formally notify the other party the requested amendment together with the reasons why.

The party receiving the request must formally notify its agreement or disagreement, within 30 calendar days of receiving notification.

### **ARTICLE 22 - APPLICABLE LAW AND DISPUTE SETTLEMENT**

1. This Contract is governed by Union law and is supplemented, where necessary, by the law of Italy.



2. Disputes concerning the Contract's interpretation, application or validity that cannot be settled amicably must be brought before courts of Parma.

**ARTICLE 23 - ENTRY INTO FORCE**

This Contract enters into force on the day on which the last party signs.

Expert:

For EFSA:

Head of Unit

Date:

Date:

Signature:

Signature:



**ANNEX 1 – TERMS OF REFERENCE**



## ANNEX 2 - CODE OF CONDUCT FOR EXPERTS

### ARTICLE 1 - PERFORMANCE OF THE CONTRACT

1. The expert works independently, in a personal capacity and not on behalf of any organisation.
2. The expert must:
  - (a) carry out its work in a confidential and fair way
  - (b) assist EFSA or relevant service to the best of its abilities, professional skills, knowledge and applying the highest ethical and moral standards
  - (c) Follow any instructions and time-schedules given by EFSA or relevant service and deliver consistently high-quality work.
3. The expert must not delegate nor subcontract another person to carry out the work.

### ARTICLE 2 - OBLIGATIONS OF IMPARTIALITY AND INDEPENDENCE

1. The expert must perform its work **impartially and with independence** from any external undue influence. To this end, the expert is required to:
  - (a) inform EFSA of any conflicts of interest existing and arising in the course of its work.
  - (b) inform EFSA of any new interest pertaining to the remit of EFSA and arising in the course of its work by updating his/her Declaration of Interest (DoI).
  - (c) confirm there is no conflict of interest for the work s/he is carrying out by signing a DoI.
2. [EFSA's Decision on competing interest management](#) defines conflict of interest as 'any situation where a Concerned Individual has an Interest that may compromise, or be reasonably perceived as compromising, his or her capacity to act independently and in the public interest in relation to the subject of the work performed at EFSA'.

This encompasses inter alia, cases where an expert:

- has any vested interests in relation to the questions upon which s/he is asked to give advice
- or his/her organisation stands to benefit directly or indirectly, or be disadvantaged, as a direct result of the work carried out
- is in any other situation that compromises his/her ability to carry out his/her work impartially.

EFSA will decide taking into account the applicable legal and regulatory framework whether a conflict of interest exists, taking account of the objective circumstances, available information and related risks when an expert is in any other situation that could cast doubt on its ability to carry out his/her work, or that could reasonably appear to do so in the eyes of an external third party.

#### 3. **Consequences of a situation of conflict of interest:**

- (a) If a conflict of interest is established by EFSA, the expert must not carry out the work;



- (b) If a conflict becomes apparent in the course of its work, the expert must inform immediately EFSA, including by updating his/her DoI. If a conflict is confirmed, the expert must stop carrying out his/her work and the contract will be terminated.

### ARTICLE 3 - OBLIGATIONS OF CONFIDENTIALITY

1. EFSA and the expert must treat confidentially any information, documents, data, datasets, metadata, in any form (i.e. paper or electronic), shared in writing or orally in relation to the performance of the contract.
2. The expert undertakes to observe strict **confidentiality** in relation to its work being knowledgeable of the possible consequences in case of violation.

To this end, the expert must not use or disclose, directly or indirectly confidential information, documents, data, datasets, metadata for any purpose other than fulfilling its obligations under the contract without prior written approval of EFSA.

In particular, the expert:

- i. must not discuss its work with others, including other experts or EFSA or relevant service staff not directly involved in its work
  - ii. agrees and commits to use information, data, datasets, metadata received from EFSA exclusively for the purpose for which it was made available to himself and not to divulge, publish or otherwise make it available to any third party without prior written consent of EFSA, also after completion of the relevant assignment with EFSA. The duty of confidentiality regarding the information exists *vis-à-vis* any third party, including employees, employers, colleagues or affiliates, and the general public;
  - iii. must not disclose its advice to EFSA or relevant service on its work to any other person (including colleagues, students, etc.);
  - iv. agrees and commits not to use the information, data, datasets, metadata received from EFSA, EFSA's IT system (that includes any system, service, application or tool belonging to EFSA's IT infrastructure including third party systems, services, applications or tools used by EFSA) or elaborated on EFSA's behalf, through any informatic tool or process, including the EFSA's Document Management System, for a personal benefit or that of any third party, at any point in time.
3. If in relation to the performance of this Contract the expert works anywhere else than in EFSA's premises, he/she shall follow written instructions provided by EFSA - on how to remotely use EFSA's technological infrastructure ensuring the confidentiality of information and documents received from EFSA and
    - for returning, erasing and/or destroying all information and documents upon completing its work.
  4. If the expert or uses another infrastructure than EFSA's he/she is held personally liable and accountable for ensuring security standards at least equivalent to those put in place by EFSA and in any event technically apt of assuring the confidentiality of the material/information/documents received. The expert ensures that he/she has in place IT and physical solutions to ensure safe storage of the sensitive or internal information, included data, datasets and metadata. This includes applying



appropriate technical and organisational measures to ensure the secure use of the IT system and adhere to any instruction EFSA might provide for this purpose. This also includes disposing securely of the information in any downloaded copies or otherwise after completion of the relevant assignment with EFSA.

5. In case an EFSA account is created by means of username and password, allowing the expert to access EFSA information, EFSA's IT system and tools (e.g. Connect.efsa.europa.eu, Document Management System), this access password shall be strong and shall be kept for the expert himself/herself and not be shared with anyone else. The same security level must be kept in the custody of other physical and non-physical identification instruments related to EFSA's IT System accesses (e.g. but not limited to: EFSA's data for VPN access, smartphone, OTP hardware devices or other security token). Access rights shall be used only for carrying out the mandate, task, contract or assignment with EFSA.
6. For the purpose of this Contract and without prejudice to the confidentiality obligations foreseen in the previous paragraphs, confidential information, sensitive information and documents shall include all information and documents identified as such by EFSA.

By way of example these may include information concerning manufacturing methods, commercial strategies or personal data.

7. In case of sharing, under the conditions set out in point 2 above, documents and/or information for purposes deriving from EFSA's regulatory framework with third parties external to EFSA, the expert is responsible for this information sharing and for collecting the commitment by the receiving party
  - to comply with the same confidentiality and safety storage requirements as outlined in the present Declaration for any information brought to his or her attention,
  - not to have any onward divulcation of the information to any other third parties,
  - not to use the information for his or her personal benefit or that of any other third party,
  - to continue complying with the obligations set out in this Annex, even after completion of the contract of the expert,
  - to dispose securely of any physical or downloaded copies, including those taken from the DMS, after completion of the relevant assignment with EFSA.
8. If its work takes place in premises controlled by EFSA, the expert:
  - (a) must not remove from the premises any copies or notes, either on paper or in electronic form
  - (b) will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent, and for returning, erasing or destroying all confidential documents or files on completing its work as instructed.
9. If the expert seeks further information (for example through the internet, specialised databases, etc.) to complete its work, he/she:
  - (a) must respect the overall rules and obligations of confidentiality for obtaining such information



- (b) must not contact third parties without prior written approval of EFSA.
10. These confidentiality obligations are binding on the expert during the performance of the contract and indefinitely after the completing of the contract unless:
- i. EFSA agrees explicitly and in writing to release the expert from the confidentiality obligations earlier
  - ii. the confidential information becomes public through other channels
  - iii. disclosure of the confidential information is required by law.

**ANNEX 3 – DECLARATION OF CONFIDENTIALITY**

I confirm that I have read, understood and accepted the code of conduct for experts established in Annex 2 to the contract sent by EFSA.

I confirm that I will keep all matters entrusted to me confidential being aware and reminded that there are legal consequences in case of violation of the confidentiality provisions set out in Annex 2.

I commit to making good any damages caused to EFSA as a result of a breach of any of the obligations of confidentiality set out in Annex 2, having been clearly informed by EFSA with regards to the protection and handling of confidential information as specified in Annex 2. Also, I commit to report any suspected or actual security weakness, threats, events or incidents to EFSA information and/or IT system to [InformationSecurityOfficer@efsa.europa.eu](mailto:InformationSecurityOfficer@efsa.europa.eu).

I commit I will comply with the obligations set out in Annex 2, for the entire duration, and even after completion, of the contract.

I confirm I will process the personal data and/or confidential business information I receive only for the purposes of the performance of the present contract. If unnecessary personal data is contained in the documents submitted during the implementation of the contract, I will inform EFSA and not process it further, nor take it into account for the implementation of the contract.

I confirm I will not communicate to any third party any confidential information that is revealed to me or that I have discovered. I will not make any misuse of information given to me.

I understand that I am responsible for maintaining the confidentiality of any documents or electronic files sent to me and for returning, erasing or destroying all confidential documents or files upon completing the assignment unless otherwise instructed by EFSA.

Expert:

Date:

Signature: