

March, 2022



PORTALINO Confidentiality Requests

Trusted science for safe food



Who

Used by **legal** or **natural persons** (defined as “applicants” in EFSA's Practical Arrangements)



Why

For submitting **confidentiality requests** related to applications, datasets and documents supporting the mandates that EFSA receives, or that are submitted to EFSA in response to EFSA’s calls for data.

Not in scope
of the Portalino
data submitted in

E-SUBMISSION *Food Chain platform*

&



- Addition of vitamins and total diet
- Calls for data
- Contaminants data in the context of Data Collection Framework (DCF)
- Assessment of existing MRLs (review)
- Assessment of the risks related to MRLs (ad-hoc request)
- Other information supporting mandates as per Article 29 of the Regulation 178/2002
- Animal by products (ABPs) and fertilizers
- Feed detoxification for chemical contaminants
- Stunning methods
- High risk plants
- Additional datasets for inconclusive opinions
- Food additives re-evaluation



Organisations submitting confidentiality requests in relation to the scope of the Portalino shall send a registration request by email to servicedesk@efsa.europa.eu specifying

Organisation details

- » Organisation Name
- » Organisation English Name, if relevant
- » Organisation email (corporate domain)
- » Website (optional)
- » Phone number
- » Address
- » City/Place of residence of the Incorporation
- » Country

Personal details of the user requesting access to Portalino

- » First Name
- » Last Name
- » Corporate email address

In addition, specify in the registration request:

- if your Organisation is already registered in Connect.EFSA
- the scope of your submission (see slide 3)

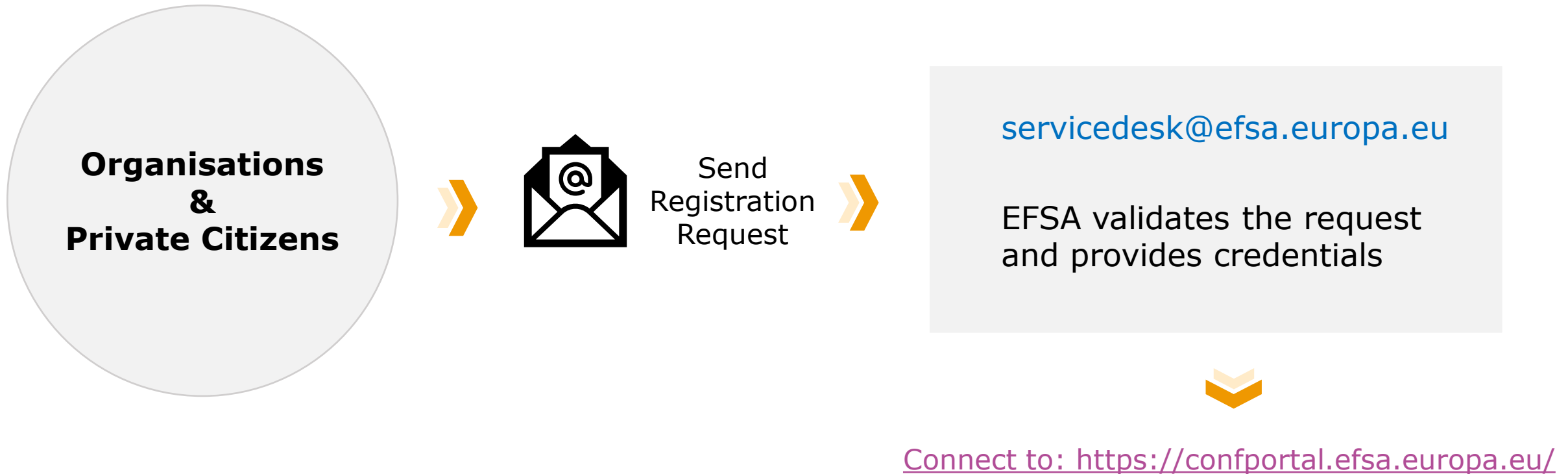


Physical person submitting confidentiality requests in relation to the scope of the Portalino shall send a registration request by email to servicedesk@efsa.europa.eu specifying

Personal details

- » First Name
- » Last Name
- » Email address

In addition, specify in the registration request the scope of your submission (see slide 3)





Both a confidential and a non-confidential version of the documents must be submitted. The files for the confidential and the non-confidential version, irrespective of their format, must be compressed in a zip file prior to being uploaded in the tool



Confidential/Full version

- contains all the data and information to be used by EFSA during the risk assessment process to which the submission relates
- each excerpt of the text in relation to which a confidentiality request is made needs to be clearly marked



Non confidential version

- contains only the data and information that can be made public
- information or data for which a confidentiality request is made are not visible

1

Organization owning the data in the submission through Portalino will be chosen from a drop-down list. Check that details corresponds to your organization

2

Check the email of the contact person. Contact servicedesk@efsa.europa.eu if changes are needed

3

Create each confidentiality request specifying

- The name of the file in which the request is present
- The ground
- The justification for each ground
- The excerpt of the text claimed confidential
- The related section where the text claimed confidential may be found
- Statements confirming compliance with the substantive criteria set out in EFSA's practical arrangements concerning transparency and confidentiality

Need to Know Before Submitting Confidentiality Requests through Portalino

4

Click "Submit" to send your submission to EFSA. Once the confidentiality request has been submitted no further changes will be necessary

5

You will receive an email each time a new document created during the confidentiality assessment process will be uploaded in your area of the Portalino

6

All the correspondence with EFSA will be performed out of the Portalino

DCF – Data Collection Framework

- Confidentiality can be requested in Portalino only for datasets owned by “applicants”
- Submissions in DCF can contain large amount of data per submission
- Submissions in DCF can be uploaded multiple times while a call for data is ongoing
- Requesting confidentiality in Portalino for each record or field of a collection of data might be cumbersome and less efficient



Confidentiality requests in Portalino will be submitted in relation to the data structure

Confidential/Full version zip file

ColumnName1

ColumnName2

ColumnName3

ColumnName..

ColumnNameN

Non confidential version zip file

ColumnName1

ColumnName2

ColumnName3

ColumnName..

ColumnNameN

[Click here to watch the video tutorial](#)



on the Youtube EFSACHannel

Hyperlink

[Connect to: https://confportal.efsa.europa.eu/](https://confportal.efsa.europa.eu/)



Portalino can only be used to submit confidentiality requests



The complete/full version of the applications, datasets and documents supporting the mandates shall also be submitted through the specific channel



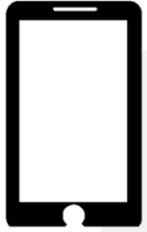
In case no confidentiality requests are submitted, all data/information will be proactively published in accordance with Article 38 of the Transparency Regulation



For any technical issue related to the IT tool,
please contact



servicedesk@efsa.europa.eu



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one

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