



DATA PROTECTION NOTICE

ERCEA Unit D.2 – “Human Resources”

Reimbursement of Travel Expenses and Allowances of Candidates

This notice concerns the processing operation called “**Reimbursement of Travel Expenses and Allowances of Candidates**”. This processing requires the handling of personal data and is therefore subject to Regulation (EU) 2018/1725 (Data Protection Regulation)¹.

1. What personal information do we collect, from where and for what purpose?

1a) Personal data

During this processing operation the types of personal data collected and processed are:

- **Identification data and data on telephone numbers and communications:**
 - Name, surname, private e-mail address, private address and phone number, date and place of birth, ID documentation/passport².
- **Data concerning the data subject’s career and information concerning recruitment and contracts:**
 - Mail/invitation letter organising the appointment or announcing the entry into service date.
- **Information concerning pay, allowances and bank accounts:**
 - Data necessary for the reimbursement of travel costs and allowance of candidates collected through the Contribution to travel and subsistence expenses, the Legal Entity and the Financial Identification forms, including information on the data subject’s bank account, VAT number, travel and accommodation expenses/tickets.
- **Data concerning missions and journeys:**
 - Travel itinerary (e.g. place of departure, arrival) and means of transport.
- **Biometric data (signatures):**
 - Hand-written signatures on the different forms (i.e. Contribution to travel and subsistence expenses form, Legal Entity and Financial Identification forms).

1b) Purposes of the processing

The purpose of this processing operation is to manage the financial contribution in order to compensate for travel and subsistence expenses incurred during selection and recruitment processes.

The Controller may envisage anonymous statistical analyses with the purpose of improving the quality of the processes and the management of human resources.

1c) From where the data are collected

Data are submitted in paper form directly from the data subject to the ERCEA’s Unit D.2 – “Human Resources”.

¹ REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

² ID documentation/passport may reveal further personal data (e.g. photograph, gender, civil status).

In certain cases, data subjects may provide personal data via e-mail to the Functional Mailboxes (FMBs) ERC-SELECTION@ec.europa.eu or ERC-RECRUITMENT@ec.europa.eu.

2. Who has access to your information and to whom is it disclosed?

The persons with access to your personal data, on a **need-to-know basis**, are:

- The members of the HR Unit and authorised personnel in the financial circuit dealing with the reimbursement of travel expenses and allowances of candidates;
- Services of the European Commission: DG BUDG for administrative and financial purposes only.

In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to legislative or supervisory bodies of the ERCEA, as well as auditing bodies or courts.

3. What are your rights?

You have the right to access the personal data the ERCEA holds about you and to request to have them rectified where necessary. In certain cases, you also have the right to have your data erased, the right to object to processing or the right to data portability.

To exercise any of these rights, you should apply to the Head of Unit D.2 – “Human Resources”, who is responsible for such processing (i.e. the Controller), by sending an e-mail specifying your request to the mailboxes indicated in point 5. Please note that in some cases restrictions under the terms and conditions of Article 25 of the Data Protection Regulation may apply.

4. How long do we keep your data?

Personal data are kept for at least 5 years determined under the Financial Regulations following the reimbursement of expenses.

5. Contact information

If you would like to receive further information, you can contact the responsible person (the Data Controller), Head of Unit D.2 – “Human Resources” via the FMBs: ERC-SELECTION@ec.europa.eu or ERC-RECRUITMENT@ec.europa.eu.

The ERCEA Data Protection Officer is at your disposal for any clarification you might need on your rights under Regulation (EU) 2018/1725 at the following e-mail address: ERC-DATA-PROTECTION@ec.europa.eu.

You may lodge a complaint to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

6. Legal basis

The legal basis applying to this processing operation are:

- Article 5(1)(a) of the Data Protection Regulation given that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body. More specifically, the processing of personal data necessary for the management and functioning of the Union Institutions or bodies (Recital 22 of Regulation (EU) 2018/1725).
- Article 5(1)(b) of the Data Protection Regulation given that the processing is necessary for compliance with a legal obligation to which the controller is subject.

Specific legal basis:

- Financial guidelines on travel expenses and allowances of candidates;
- Staff Selection Procedure (ARES(2019)3794381 of 13 June 2019);
- Internal Mobility Guidelines (ARES(2019)4142853 of 1 July 2019);
- Contract and Renewal Procedure of the ERCEA for Contract Agents and externally recruited Temporary Agents (ARES(2019)1517385 of 6 March 2019).