



European Research Council
Executive Agency

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ERCEA – HR D2

SPECIFIC PRIVACY STATEMENT
ERCEA Unit D2
Management of unsolicited job applications at ERCEA

This statement concerns the processing operation called "Management of unsolicited job applications at ERCEA". This processing requires the handling of personal data, and is therefore subject to Regulation (EC) No 45/2001¹.

1. What personal information do we collect, for what purpose and by what means?

Spontaneous applications and CVs are addressed to the ERCEA through different media: either sent directly to the functional mailbox (ERC-SPONTANEOUS-APPLICATIONS@ec.europa.eu), forwarded to the HR unit by ERCEA staff members or members of the management team to the HR unit or by post.

We collect personal information through applications received from applicants into a database composed of a public folder which contains an indication of candidate's CAST number, name, surname, function group, CAST profile, main field of experience (optional field), nationality, gender and date of application in order for the recruiting manager to be able to sort the table per profile and function group when we have to organise a selection.

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

The public folder is of restricted access: only HR Selection team, the Head of Unit, Head of Department, Director and their respective secretaries are granted access to it to enable them to consult the CVs of applicants having the profile for which a selection is organised for the manager's consideration.

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.

3. How do we protect and safeguard your information?

¹ Regulation (EC) 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, OJ L 8, 12.1.2001, p. 1.

The public folder is of restricted access: only the Head of Unit, Head of Department, Director and their respective secretaries as well as the HR selection team and the Head of the HR Unit are granted access.

4. How can you access, verify, modify or delete your data?

If you want to check, modify, correct or delete any personal data, you can apply to the Head of Unit D2 "Human resources, Infrastructure and Document Management", who is responsible for such processing (i.e. the Controller), by sending an e-mail giving details of your request to the mailbox indicated in point 6.

5. How long do we keep your data?

We will keep the application in our database for one (1) year. All applications older than a year will be deleted by the HR selection team. Therefore, candidates are invited to regularly update their CV via EU-CV online and send an update of their application should they still be interested in a position at the ERCEA after the end of this period to the functional mailbox mentioned below.

The reply sent to applicants following an unsolicited application is kept for two (2) years as from the registration date for administrative purposes.

6. Contact information

If you would like to receive further information, you can contact the responsible person (the Controller) via the mailbox: ERC-SPONTANEOUS-APPLICATIONS@ec.europa.eu

The ERCEA Data Protection Officer is at your disposal for any clarification on your rights under Regulation (EC) 45/2001: ERC-DATA-PROTECTION@ec.europa.eu

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu

7. Legal basis

The legal basis references which apply to the above processing operations are contained in Procedure:

1. Note n° [SEC\(2006\)1188 of SG](#) of 14 September 2006 (**Décision relative à une pratique administrative normale d'élimination des candidatures spontanées et des curricula vitae (CV) reçus hors de l'application "EU CV Online)** which explains the current administrative practice in relation with spontaneous applications and CVs received by the services at the Commission, cf p. 2 Exception;
2. Note from [I. Souka to all HR managers of 04 December 2007](#) instructs the services of the Commission to use EU CV Online.