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Executive Agency

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ERCEA

SPECIFIC PRIVACY STATEMENT

ERCEA Unit D.2 – Human Resources

Selection and Secondment of National Experts (SNEs)

This statement concerns the processing operation "Selection and Secondment of National Experts (SNEs)". The 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?

Personal data is processed during the **Selection phase** to evaluate the eligibility, expertise and profile of applicants. This allows the retention of the most suitable persons for open SNE positions at the ERCEA. Applicants may be requested to submit the following information:

- **Personal details:** First name, last name, address, phone number, fax, e-mail, nationality, date of birth, gender;
- **Work experience** including, for each experience, start and end dates, position/title held, main activities and responsibilities, name and address of the employer, type of business, sector;
- **Education and training** including, for each course, start and end dates, title, qualification, diploma (level in the national and/or international classification), main study subjects, name of the organisation providing the education or the training;
- **Languages** including, for each language, the level of understanding, listening, reading, spoken interaction, spoken production and writing;
- **Personal skills and competences** (organisational, technical, computer and others);
- **Additional information** (any other information that may be relevant, for example contact persons, references, etc.).

The ERCEA reserves the right to request the submission of the relevant documentary evidence for any qualification on the day of the selection interview.

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 electronic means for submitting data is a functional mailbox managed by the ERCEA (ERC-SELECTION@ec.europa.eu) through which the Permanent Representations channel the applications. Paper files and parallel electronic storage of data are managed by authorized staff within the ERCEA.

During the **SNE secondment preparation**, in order to complete the file and confirm the secondment, the national expert is required to provide the following documents: Declaration of honour, personal details form (name, date and place of birth, sex, marital status, number and age of dependent children, nationality, previous places of residence, present address, telephone, level of studies, highest diploma awarded including date and by whom, working languages, current professional activity, title/description of work, name of employer, address, place of work, date of entry into service with current employer), type of contract (permanent or on a contractual basis, allowances received in relation with the secondment and, if so, monthly amount), other professional activities during the past three years, professional activity of wife/husband (title/description of work, place of work and starting date, name and address of employer), information on any physical handicap requiring special measures to be taken to allow the SNE to carry out his/her work, legal entity form (LEF) and copy of the ID card or passport, financial identification form (FEL), declaration on conflict of interest (description of tasks during the secondment and within the services of the employer), declaration on SNE's time in service, declaration on expenses and allowances, declaration on the nature of the employer.

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

During the **Selection phase**, these are the recipients of your data: personnel in the Human Resources (HR) Unit dealing with the selection process; personnel in the financial circuit for the reimbursement of travel costs linked to the interview (only partial access); members of the Selection Committee; the AHCC (Authority Empowered to Conclude Contracts of Employment; i.e., the ERCEA Director).

During the **SNE secondment preparation**, only the authorised personnel of Unit D.2 – Human Resources – can access and process your personal data. Members of the ERCEA management who will become your direct Heads of Service can request access to certain specific data stored in your personal file (e.g., your curriculum vitae) and only for legitimate purposes.

In some duly justified cases and in order to manage your files and rights, some information is transferred to specific services of the European Commission: the PMO (e.g., for allowances) and the OIB (e.g., for the provision on particular office equipment).

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?

Personal data of applicants are stored by the authorised personnel of the HR Unit both electronically and in paper form in separate files for each individual Seconded National Expert. Keys and access rights are administered by authorised personnel of the HR Unit.

Electronic archives are stored on a device with restricted access and located on a server in a secured room.

All personal documents temporarily processed by a panel member or an HR officer in paper form are locked into secure cupboards. If for practical reasons a supplementary "work" copy of a personal document is made during the selection/recruitment procedure, it will be destroyed with the conclusion of the relevant processing.

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

If you would like to check, modify, correct or delete any of your personal data, you can 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 giving details of your request to the mailbox indicated in point 6.

5. How long do we keep your data?

- For applicants not retained during the selection process: data are stored for five (5) years after the conclusion of the selection process.
- Non-recruited candidates that have been included in a "Reserve List": the five (5) years retention period of their data applies starting from the date of the expiration of the Reserve List. The validity of Reserve Lists depends on the vacancy notice (please refer to it on a case-by-case basis).
- The personal files of hired Seconded National Experts are retained for eight (8) years after the extinction of all rights of the person concerned and of any dependents, and for at least 120 years after the date of birth of the person concerned (see Notification 50-2012 on personal files). The ERCEA applies the principles and retention periods indicated in Common Retention List of the Commission (SEC(2007)970) by analogy.
- Files related to the organisation of selection processes are kept for five (5) years as per the Common Commission Retention List (CRL).

6. Contact for information

If you would like to receive further information, you can contact the Controller via the mailbox ERC-SELECTION@ec.europa.eu

During the **Selection phase**: ERC-SELECTION@ec.europa.eu

During the **SNE secondment preparation**: 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 No. 45/2001: ERC-DATA-PROTECTION@ec.europa.eu.

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

7. Legal basis

Decision of the Steering Committee of the ERCEA laying down the rules applicable to seconded national experts and national experts in professional training at the ERCEA (StC160210/2d) of 25 October 2011:

http://erc.europa.eu/sites/default/files/document/file/rules_applicable_to_SNE_revised.pdf