



**SPECIFIC PRIVACY STATEMENT**  
**ERCEA Unit D.2 – Human Resources Service**  
**Recruitment Procedure and Constitution of Personal Files**

This statement concerns the processing operation called "Recruitment Procedure and Constitution of Personal Files". This processing requires the handling of personal data, and is therefore subject to Regulation (EC) No 45/2001<sup>1</sup>.

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

During the Recruitment phase, in order to establish your personal file and contract, you are required to provide the following documents:

1. Degree certificates and diplomas.
2. An extract of the register of criminal conviction (original)<sup>2</sup>.
3. Document proving your nationality (i.e. passport).
4. A passport-sized photograph.
5. Statement of military service (if applicable).
6. Marriage certificate and/or divorce certificate.
7. Birth certificates of any children and statement of on-going full-time education for any children currently at university (if applicable).
8. Proof of professional experience - certificates from your previous employers stating the length of service and level of responsibility in previous employments.
9. Additionally, the Medical Service of the Commission in charge of the pre-recruitment medical visit prepares and sends your "Certificate of Aptitude" to the ERCEA Unit D2 – HR Service. Any other health data, like the results of medical examinations and the diagnosis, are retained by the Medical Service and not provided to the ERCEA.

During the development of your career other documents may be added to your personal file, such as: your CV, the job offer and your acceptance, a grading table, the vacancy notice, declarations on the absence of a conflict of interest and of confidentiality, documents related to the establishment of your rights, PMO entitlement of rights forms, your financial ID, your request to change the place of origin or to revise the place of origin in the framework of a termination of service, the household allowance form, maternity /

<sup>1</sup> 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.

<sup>2</sup> Other documents, such as attestations of good behaviour from police authorities may be requested if there is no central national register of criminal records in the Member State concerned.

paternity / parental / part-time leave related documents, travel expenses forms (when taking up your duties and/or at the end of service, removal reimbursement forms (when taking up your duty, installation and/or resettlement allowance forms, daily subsistence allowance proof, legal decisions which have an impact on your salary, your job description, your contracts and amendments, the probationary report, career development reports, reclassification reports, any changes in grade, unpaid leave "CCP" forms, external activities forms, decisions on appeals & disciplinary matters, pension rights, unemployment benefits, end of service forms and the form to update private address.

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

Only the authorised personnel of Unit D2 – Human Resources Service can access and process your personal data.

The members of the ERCEA Management who are your direct Heads of Service can ask for access to your curriculum vitae in the case where s/he would like to check who among his/her staff members has the appropriate experience to carry out a task. Such a request is reviewed by Unit D2 before it is granted.

In some duly justified cases and in order to manage your files and rights some information may be transferred to services of the European Commission: the PMO (e.g. for salary slips preparation), the OIB (e.g. for the provision on particular office equipment) and the Medical Service (e.g. the pre-recruitment medical visit organisation).

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?**

Separate files for each individual are stored in secure archives that are accessible only to authorised personnel. An electronic version of some of your personal data may be stored by the Unit D2 – HR Service and kept confidential with restricted access rights.

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

If you would like to check, modify, correct or delete any personal data, you can apply at any time to the Head of Unit D.2 – "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. If such a request is introduced, ERCEA.D.2 Unit treats it immediately and will resolve it latest within two months from the receipt of the request.

## **5. How long do we keep your data?**

The ERCEA applies the principles and retention periods indicated in Common Retention List of the Commission (SEC(2007) 970) by analogy.

- Personal files of recruited candidates: are retained for 120 years after the date of birth of the person concerned.

- Non-recruited candidates that have been included into a "reserve list": the 5 years retention period of their data applies starting from the date of the expiration of the reserve list. The validity of "reserve lists" applied until now depends on the vacancy notice (please refer to it on a case by case basis).

- An extract of the register of criminal conviction (or equivalent): will be kept for a maximum of 2 years.

## **6. Contact information**

If you would like to receive further information, you can contact the Controller via the mailbox: [ERC-RECRUITMENT@ec.europa.eu](mailto:ERC-RECRUITMENT@ec.europa.eu).

The ERCEA Data Protection Officer is at your disposal for any clarification on your rights under Regulation (EC) No 45/2001: [ERC-DATA-PROTECTION@ec.europa.eu](mailto:ERC-DATA-PROTECTION@ec.europa.eu).

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

## **7. Legal basis**

The legal basis references which apply to the recruitment and personal files are contained in the Staff Regulations [Title I, Title III (Chapters 1 and 2)] and the Conditions of Employment of Other Servants (CEOS), [Title I, Title II (Chapters 1 and 3), Title IV (Chapters 1, 3, 4 and 5)].

Article 26 of the Staff Regulations (recalled by article 11 of the CEOS) governs the constitution and processing of the personal file and the access rights of the data subject.

On 14 December 2009, the Steering Committee of the ERCEA adopted the following Decisions:

- Decision of the ERCEA Steering Committee StC191009/3c on the adoption of implementing rules on the procedures governing the engagement and use of temporary staff at ERCEA.
- Decision of the ERCEA Steering Committee StC191009/3d on the adoption of implementing rules on middle management staff.
- Decision of the ERCEA Steering Committee StC191009/3e on the adoption of implementing rules for implementing article 7(2) of the staff regulations as regards temporary management posts.

On 26 June 2012, the Steering Committee of the ERCEA adopted the following Decisions:

- Decision of the Steering Committee of the European Research Council Executive Agency StC260612/2b updating Decision StC191009/3a on the adoption of Implementing Rules to the Staff Regulations which contains a list of Commission Decisions applicable by analogy to the ERCEA.
- Decision of the ERCEA Steering Committee StC260612/5 on the adoption of implementing rules on the procedures governing the engagement and use of contract staff at ERCEA.