



**European Research Council**  
Executive Agency

Established by the European Commission

## RECORD OF PERSONAL DATA PROCESSING

Art. 31 of the 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 (henceforth the "Data Protection Regulation")

Record n°

DPO 44 -2020

In accordance with Article 31 of the data protection regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.

This record covers two aspects:

1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)
2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
- Record of a new data processing operation prior to its implementation
- Change of a data processing operation
- Migration from notification to record

### Reimbursement of Travel Expenses and Allowances of Candidates

1	Last update of this record if applicable	<p>Selection and recruitment of Seconded National Experts, trainees and interimaire - DPO 43-2012 (Ares(2012)1173535 - 05/10/2012)</p> <p>Selection and Recruitment of Contract Agents 3(a) and Temporary Agents 2(f) ("External") and Secondment as Temporary Agents 2(a) ("Seconded") - DPO 2-2020</p>
2	Short description of the processing	<p>The European Research Council Executive Agency (ERCEA) offers a financial contribution to compensate travel and subsistence expenses to those candidates invited to a written test, an interview, a medical examination or to an administrative appointment, subject to the applicable rules.</p> <p>The processing operation of personal data is necessary in order to provide the data subjects with the relevant financial contribution.</p>

		<p>Candidates can apply for the reimbursement by completing the “Contribution to travel and subsistence expenses” form and attaching the relevant documents. Candidates are requested to present all documents at the time of their appointment on the ERCEA premises. The HR Unit prepares the reimbursement file and sends it to Unit D.1 for registration purposes. Being the ultimate recipient of the file, Sector D.0 in charge of proceeding with the payment and archiving.</p>
<b>Part 1 - Article 31 Record</b>		
3	<b>Function and contact details of the controller</b>	<p>Head of the Human Resources Unit (ERCEA.D.2)</p> <p><a href="mailto:ERC-SELECTION@ec.europa.eu">ERC-SELECTION@ec.europa.eu</a></p> <p><a href="mailto:ERC-RECRUITMENT@ec.europa.eu">ERC-RECRUITMENT@ec.europa.eu</a></p>
4	<b>Contact details of the Data Protection Officer (DPO)</b>	<a href="mailto:ERC-DATA-PROTECTION@ec.europa.eu">ERC-DATA-PROTECTION@ec.europa.eu</a>
5	<b>Name and contact details of joint controller (where applicable)</b>	N/A
6	<b>Name and contact details of processor (where applicable)</b>	<p>Directorate-General for Informatics (DG DIGIT)</p> <p><a href="mailto:DIGIT-SYSPER2@ec.europa.eu">DIGIT-SYSPER2@ec.europa.eu</a></p>
7	<b>Purpose of the processing</b>	<p>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.</p> <p>The Data Controller may envisage anonymous statistical analyses with the purpose of improving the quality of the process and the management of human resources.</p>
8	<b>Description of the categories of data subjects</b>	<p>Whose personal data are being processed?</p> <p><input checked="" type="checkbox"/> <b>EA staff</b></p> <p>[Contract Agents and Temporary Agents].</p> <p><input type="checkbox"/> Visitors to the EA</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input checked="" type="checkbox"/> <b>Applicants</b></p> <p>[Candidates called for an interview, written test, etc.].</p> <p><input type="checkbox"/> Relatives of the data subject</p>

		<input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Witnesses <input type="checkbox"/> Beneficiaries <input checked="" type="checkbox"/> <b>External experts</b> [Seconded National Experts]. <input type="checkbox"/> Other, please specify: This Record <u>does not</u> apply to interim staff or Blue Book trainees.
<b>9</b>	<b>Description of personal data categories</b>  Indicate <b>all</b> the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):	<b>Categories of personal data:</b> <input checked="" type="checkbox"/> <b>in the form of personal identification numbers</b> [ID documentation, passport]. <input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints <input checked="" type="checkbox"/> <b>concerning the data subject's private sphere</b> [Date and place of birth]. <input checked="" type="checkbox"/> <b>concerning pay, allowances, expenses and bank accounts</b> [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]. <input type="checkbox"/> concerning the data subject's family <input checked="" type="checkbox"/> <b>concerning the data subject's career, recruitment and contracts</b> [Mail/invitation letter organising the appointment or announcing the entry into service date]. <input type="checkbox"/> concerning leave and absences <input checked="" type="checkbox"/> <b>concerning missions and journeys</b> [Travel itinerary (e.g. place of departure, arrival) and means of transport]. <input type="checkbox"/> concerning social security and pensions <input checked="" type="checkbox"/> <b>concerning telephone numbers and communications</b> [Private phone number]. <input checked="" type="checkbox"/> <b>concerning names and addresses (including email addresses)</b>

		<p>[Name, surname, private e-mail address and private address].</p> <p><input type="checkbox"/> Other:</p> <p><b><i>Categories of personal data processing likely to present <u>specific risks</u>:</i></b></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p><b><i>Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10 new Regulation):</i></b></p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input checked="" type="checkbox"/> <b>genetic data, biometric data for the purpose of uniquely identifying a natural person</b></p> <p>[Hand-written signatures on the different forms (i.e. Contribution to travel and subsistence expenses form, Legal Entity and Financial Identification forms)].</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p>
10	<p><b>Retention time (time limit for keeping the personal data)</b></p>	<p>Personal data are kept for at least 5 years determined under the Financial Regulations following the reimbursement of expenses.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged?</p> <p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>The ERCEA may envisage anonymous statistical analyses with the purpose to improve the quality of the processes and the management of human resources.</p>
11	<p><b>Recipients of the data</b></p>	<p>The persons with access to your personal data, on a <b>need-to-know basis</b>, are:</p> <ul style="list-style-type: none"> <li>- The members of the HR Unit and authorised personnel in the financial circuit dealing with the reimbursement of travel expenses and allowances of candidates;</li> <li>- Services of the European Commission: DG BUDG for administrative and financial purposes only.</li> </ul> <p>In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and</p>

		established case law, and on a temporary basis to legislative or supervisory bodies of the ERCEA, as well as auditing bodies or courts.
12	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	N/A
13	<b><u>General</u> description of the technical and organisational security measures</b>	<p>The HR Unit and recruiting services are, together with Sector D.0, responsible for the management of any documents produced, circulated and/or received, ensuring the appropriate treatment of all documents. Recruiting services are responsible for undertaking the necessary measures to ensure that documents are processed and managed in a rule-compliant and secure manner.</p> <p>E-mails including personal data should be sent via encrypted e-mail (SECEM). Access to files is limited to authorised personnel, regardless of where they are saved: on the ERCEA Shared Drive; the Functional Mailboxes (FMBs) <a href="mailto:ERC-SELECTION@ec.europa.eu">ERC-SELECTION@ec.europa.eu</a> or <a href="mailto:ERC-RECRUITMENT@ec.europa.eu">ERC-RECRUITMENT@ec.europa.eu</a>; or of which a physical copy is kept.</p> <p>The official register of the Agency is ARES/NomCom and all files therein are processed using the restricted marking.</p>
14	<b>Information to data subjects/Data Protection Notice (DPN)</b>	<p>The Data Protection Notice is published on the ERCEA intranet "<i>Human Resources - Data Protection &amp; Privacy</i>" - <i>Selection &amp; Recruitment Data Protection Notices</i>::</p> <p><a href="http://intranet.ercea.cec.eu.int/services/human-resources/priv/Pages/Recruitment.aspx">http://intranet.ercea.cec.eu.int/services/human-resources/priv/Pages/Recruitment.aspx</a>.</p> <p>The DPN is also publicly available under the section of "Careers" on the ERC website:</p> <p><a href="https://erc.europa.eu/about-erc/careers">https://erc.europa.eu/about-erc/careers</a>.</p> <p>Moreover, the ERCEA provides all candidates applying for the reimbursement of costs with the DPN via e-mail.</p> <p>Information concerning other types of processing of personal data related to career can be found at: <a href="https://erc.europa.eu/about-erc/careers">https://erc.europa.eu/about-erc/careers</a>.</p>