



Brussels, January 2013
ERCEA (2012)

SPECIFIC PRIVACY STATEMENT ERCEA Unit D2 – Use of "Interim Staff"

This statement concerns the processing operation "Use of Interim Staff". 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?

The ERCEA is provided by its contractor(s) with the complete curriculum vitae of potential interim staff to be assigned to work in different ERCEA units. The ERCEA collects and processes the following personal data of interim staff: timesheets, level of function, copy of the ID card. The collection and processing is done both on paper and electronically.

The contractor (i.e. your employer) collects and keeps at its premises and under its responsibility a wider range of personal data: curriculum vitae, copy of the ID card, work permits (when required, e.g. currently for nationals from Bulgaria and Romania), a certificate of good character or equivalent and other data depending on the case.

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

Only authorised personnel of Unit D2 – Human Resources Service and members of the ERCEA management can access and process your personal data. The ERCEA Budget Cell processes some of the data you provide during your stay at the ERCEA to prepare the payments to the contractor (your employer): your name, surname, personal ID, function group and worked hours.

In some duly justified cases and in order to manage practical arrangements certain information is transferred to the PMO and OIB service of the European Commission for the provision of the access card or 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?

Separate files for each individual are stored in secure archives that are accessible only to authorised personnel. Also the electronic version of your personal data is 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 to the Head of Unit D2 who is responsible for such processing (i.e. the Controller), by sending an

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.

e-mail giving details of your request to the mailbox indicated in point 6.

5. How long do we keep your data?

The ERCEA keeps your personal data for a maximum of five (5) years, in line with the retention periods in public procurement processes.

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

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

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

7. Legal basis

- Framework contracts of the ERCEA with interim agencies:
 - Tempo Team: "RAAMCONTRACT MET MEERDERE CONTRACTANTEN HR/R3/PR/2011/023/1 ERCEA/D2/2011/71" (Ref. Ares(2011)1309159 - 05/12/2011);
 - Randstad: "CONTRAT CADRE MULTIPLE HR/R3/PR/2011/023/2 ERCEA/D2/2011/72" (Ref. Ares(2011)1309159 - 05/12/2011);
 - Manpower: "CONTRAT CADRE MULTIPLE HR/R3/PR/2011/023/3 ERCEA/D2/2011/73" (Ref. Ares(2011)1400099 - 22/12/2011).