

ERCEA REGISTER OF PROCESSING OPERATIONS - Records

LAST UPDATE:18.09.2020

Please note the following:

- the register numbering is progressive according to the reception of the first draft by the ERCEA DPO

Register No.	Former Reference (notification)	Name of the Processing Operation	Short Description	ARES number of the Record	UNIT
1	N/A (there was no former notification)	Procedure for the granting of advance of salary	Establishment and analyse of individual files for granting an advance of salary to working staff in active employment. A member of staff who encounters financial problems may request for an advance of salary in exceptional circumstances.	Ares(2019)135404	D2: Human Resources
2	ARES(2017)52437 of 05/01/2017 (decided to be split in 3 records)	Reclassification exercise	The reclassification process concerns all externally recruited temporary staff and the contract staff who are eligible for reclassification. The main steps are the consultative process and the comparison of merits of the eligible staff by category, function group and grade at the Agency level. Reclassified Contract and Temporary Staff are appointed to the next higher grade in the function group to which they belong.	Ref. Ares(2019)4381563 - 09/07/2019	D2: Human Resources
3	ARES(2017)52437 of 05/01/2017	Probationary report	The probation report process applies to each newcomer in the Agency or anyone who changes contract or administrative status. The probationary report itself aims at providing an objective summary assessment of the staff member's performance, competences and conduct during the initial period of the engagement	Ref. Ares(2019)5309259 - 20/08/2019	D2: Human Resources
4	ARES(2017)52437 of 05/01/2017 (decided to be split in 3 records)	Staff appraisal	The appraisal exercise is launched in the beginning of the year and relates to the annual evaluation exercise of the professional activities of all temporary and contract staff. The main steps are selfassessment, dialogue and appraisal report. Each report includes an individual qualitative appraisal of the jobholder's efficiency, ability and conduct in the service. It also includes a conclusion on whether the jobholder's performance has been satisfactory.	Ref. Ares(2019)5331557 - 21/08/2019	D2: Human Resources
5	N/A new IT tool	Lily IT tool	Lily is an IT tool developed by the ERCEA to manage information on ERC projects used in ERC communication activities.	Ref. Ares(2019)5335144 - 21/08/2019	A2: Communication
6	Ares(2011)1124550 - 21/10/2011 DPO 10/2011	Assessment of the ability to work in a Third language	Article 45(2) of the Staff Regulations states that all newly recruited officials shall be required to demonstrate before their first promotion after recruitment the ability to work in a third language. This requirement applies to Temporary Staff (seconded/externally recruited TA 2f) by analogy.	Ref Ares(2019)6153679 - 04/10/2019	D2: Human Resources
7	8/7/2016 - Ares(2016)3267245 DPO 12-2012 DPO 11-2012	Public Procurement	Processing of personal data related to procurement procedures conducted by the Agency, contract management, including processing of data of contractors.	Ares(2019)7466379 - 26/11/2019	D3: Legal Affairs and Internal Control
8	Ares(2014)3557314 - 27/10/2014 DPO 56-	Audit and ex-post controls	Processing of personal data in the course of an external audit carried out for Commission Decisions managed by the Agency.	Ares(2019)7441878 03/12/2019	C4 Audit and ex post controls
9	201308/03/2013, Ares(2013)310136	Staff Committee elections	Creation of the electoral roll, management of candidatures, Election Committee.	Ares(2020)1034088 - 17/02/2020	D2: Human Resources
10	DPO 33-2012 25/09/2012, Ares(2012)1109832	Transfer of data to the Scientific Council	Provision of the Scientific Council (ScC) with documents and data necessary for the performance of its tasks.		A1 Support to the Scientific Council

11	DPO 21-2012 20/07/2017 Ares(2017)3664785	Workforce Statistics	Collection of personal data on people employed in projects funded by the ERC, under the FP7 programme Ideas (names, socio-demographic characteristics, Collection of personal data on people employed in projects funded by the ERC, under the FP7 programme Ideas (names, socio-demographic characteristics, educational and academic profile and background.		A1 Support to the Scientific Council
12	DPO 64- 201523/06/2017 Ares(2017)3165310	PAN (Panel Nominations)	IT tool for the administrative management of the appointment of the panel members entrusted with the proposals' evaluation	Ares(2020)2975254 -08/06/2020	B4
13	DPO 62- 201420/01/2015 Ares(2015)218904	ERIS	Support to the monitoring and evaluation of ERC funding activities to help ERC policy officers manage and analyse data from internal operational databases and specialised research information services.	Ares(2020)3001116 -10/06/2020	A1 Support to the Scientific Council
14	DPO 22.1- 201227/05/2014, Ares(2014)1730385	Access to documents	Processing of personal data concerning access to documents.	Ares(2020)4715805 - 09/09/2020	D3: Legal Affairs and Internal Control
15	DPO 31- 201230/09/2014 Ares(2014)3212000	Legal advice on ERCEA matters, including Ombudsman complaints and court cases	Legal advice provided by the Legal Team for calls for proposals, project management, implementation of grant decisions, HR or other internal matters, contracts, procurement procedures, treatment of Ombudsman cases, Court cases, OLAF cases, etc.		D3: Legal Affairs and Internal Control
16	n/a	Records of meeting participants in the context of COVID-19	Within the framework of the emergency plan for the COVID-19, ERCEA needs to keep track of all the participants in meetings in order to be able to trace individuals under risk of contamination.	Ares(2020)1598395 of 16/03/2020	DIR
17	DPO 30-2012 Ares(2012)1174049 - 05/10/2012	Management of training requests and training activities of ERCEA staff	ERCEA staff members have the opportunity to participate in a wide range of training activities which are offered internally or externally. The Agency needs to process certain information in order to organise the training and/or authorise the participation to the activities. The processing operation includes also the reimbursement of the costs, if applicable, occurred by the staff member.	Ares(2020)2149411	D2: Human Resources
18	DPO 26-2012 / Ares(2013)3453697 - 11/11/2013 DPO 27-2012 / Ares(2014)2635568 - 08/08/2014 DPO 32-2012	ERCEA Intranet and publication of media content	The purpose of the ERCEA internal communication is to provide up-to-date information and to enhance communication among ERCEA staff members and other EU institutions and bodies, via the use of several tools, (e.g. the Who is Who, collaborative platforms, blogs, Inside etc). For these activities, there is the need to process personal data such as photos, videos, audio recordings to illustrate the different events and activities of the Agency.		D2: Human Resources
19	Ares(2013)3088441	Surveys	Personal data are processed when launching surveys and questionnaires for different purposes. The data subjects may vary (staff, applicants, external experts). The personal data collected are limited to the scope and are provided directly by the data subjects who can decide if participate or not in the survey/questionnaire.	Ares(2020)4658405	DIR
20	Ares(2017)2623914 - 23/05/2017	Visiting Fellowship Programmes	Personal data is collected through EUSurvey in order to implement the recommendations issued by ERC in "Fellowship to Visit ERC Grantee". Department B of ERCEA (and in particular Unit B2) is in charge of implementing the referred Programmes which aim at funding potential candidates for the ERC's calls to visit the teams of existing ERC-funded Principal Investigators.	Ares(2020)2847445 - 02/06/2020	B2
21	n/a	COVID-19: registration of the presence	During the deconfinement phase, a table with the presence in the office of the staff is prepared in order to ensure the possibility to trace who was in the office and when. The registration is done on a voluntary basis by the interested staff.	Ares(2020)2978757 - 09/06/2020	Director
22	02/10/2014 Ares(2014)3254912	Operating Budget	Processing operation necessary for the implementation of the administrative operating budget of ERCEA which includes also the use of specific tools		D0
23	DPO 65 - 2015	Teleworking	Management (request, approval process and follow-up) of a working scheme allowing part of the staff to work from home on regularly set periods		D2: Human Resources

24	DPO 49-2012	Website	The ERCEA maintains its website to enhance public address to information about ist initiatives and European Union policies in general and provides e-services (newsletter, alerts, contact form).	na	A2
25	DPO 2- 2010	Selection and Recruitment	Activities necessary to collect and process the personal data of candidates and applicants to ERCEA vacancies, or expressing interest to work for ERCEA. The activities includes the verification of the eligibility conditions, the assessment of the working experience and the checking of the supporting documents for the recruitment.	Ares(2020)3430727 - 30/06/2020	D2: Human Resources
26	Ares(2012)1179544 - 08/10/2012 Ares(2012)1141588	Management of personal files and personal certificate	Processing operations necessary to create, manage and update the personal files of TA and CA working at ERCEA	Ares(2020)3537926 -06/07/2020	D2: Human Resources
27	DPO 43-2012	Interim Staff Procedure	The ERCEA engages interim staff through temping agencies on a temporary basis to cover for "exceptional peaks in the workload" or in case there is a "need to ensure exceptional work". The processing operation of the personal data of the possible candidates is meant to assess the skills and competence of the proposed persons in order to engage them.	Ares(2020)4610467 -04/09/2020	D2: Human Resources
28	DPO 43-2012	SNE	Activities necessary to collect and process personal data of candidates for SNE position. The activities includes the verification of the eligibility conditions, the assessment of the working experience and the checking of the supporting documens for recruitment	Ares(2020)3621531 - 09/07/2020	D2: Human Resources
29	n/a	Continuous improvement sharepoint page			DIR
30	n/a	Cycling contribution scheme	Processing operation for providing financial contribution to the participants in the cycling scheme which aims at reimbursing a part of the costs to the staff coming to the office by bicycle	Ares(2020)4337304 - 20/08/2020	D2: Human Resources
31	Ares(2016)6741918 - 01/12/2016.	Who is Who	ERCEA transfer weekly to the EU Publication Office database the list of statutory staff in order to have the updated information published on the WhoisWho. The publication of the name of the staff of EULs is a requirement under the transparency principle	Ares(2020)4857489 - 16/09/2020	D2: Human Resources
32	DPO 43-2012	Blue Book Trainees	As part of the Blue Book Traineeship scheme of the European Commission, ERCEA offers a five-month in-service training for a limited number of university graduates. The processing operations of personal data is necessary for selecting the trainees and for managing their intership.	Ares(2020)4857553 - 16/09/2020	D2: Human Resources
33	DPO 1-2009	Health Data	Processing of health data in conformity with the recruitment, occupational health and personnel management requirements of the Staff Regulations of Officials and CEOS.		D2: Human Resources
34	DPO 53-2012 Ares(2012)1141654 - 28/09/2012	Videosurveillance	The office building of ERCEA is equipped by cameras which record the entry and exit of persons (staff working in the building and visitor) for security purposes. The imagines are checked by security staff and kept for a very limited period only for security purpose	Ares(2020)4758242 - 11/09/2020	D2: Human Resources
35	DPO 51-2012 Ares(2012)1174128 - 05/10/2012	Termination of service	ERCEA processes personal data of contract and temporary staff in the context of the termination of service with the ERCEA or, in the context of mobility, with an ERCEA service. Moreover, personal data is processed following the suspension or termination of secondment of National Experts (SNEs).		D2: Human Resources
36	DPO 57-2013 Ares(2013)708987 - 17/04/2013	HR Reports in Business Objects	In order to ensure the management and organisational needs of the European Research Council Executive Agency (ERCEA), the HR Unit generates and dispatches reports through the application SAP Business Objects (BO). The HR Unit reports on staff composition, time management and training. The BO reporting platform obtains the data through COMREF from SYSPER and EU Learn.		D2: Human Resources
37	DPO 47-2012 Ares(2012)1122836	Flexitime, leave and absence management	Processing of personl data related to the management of leave and compensation requests and their validation.		D2: Human Resources
38	DPO 45-2012 Ares(2012)1176016 - 08/10/2012	Ethics request	Management of staff notifications on external activities and related requests to authorise activities, publish an article, receive a gift, a decoration, etc.		D2: Human Resources