



European Research Council
Executive Agency

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SPECIFIC PRIVACY STATEMENT

ERCEA– Human Resources Unit

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. 45/2001¹.

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 from your "criminal record". In case the provision of an extract of the "criminal record" is not foreseen by the applicable national law, a candidate shall provide a document/certificate issued by the competent authority and certifying that the candidate enjoys his/her full rights of citizen and has the appropriate character references as to his suitability for the performance of his/her duties. The "extract of the criminal record" is immediately returned to the staff member and only a standard form confirming the content is stored in the personal file.
3. Document proving your nationality (e.g., passport).
4. A passport-sized photograph.
5. Confirmation of the fulfilment of any obligations imposed on the candidate by the laws concerning 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 the candidate's 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 the "Certificate of Aptitude" to the

¹ Regulation (EC) No. 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.

ERCEA's Human Resources Unit. Any other health data, such as the results of medical examinations and their diagnosis, are retained by the Medical Service and not provided to the ERCEA.

Upon recruitment other documents may be added to the personal file, such as: CV, the job offer and 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 rights, PMO entitlement of rights forms, financial ID, 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, 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 the salary, job description, contracts and amendments.

Other documents may be added during the course of the career of the staff member for example the probationary report, career development reports (CDR), reclassification reports, any changes in grade, unpaid leave "CCP" forms, external activities forms, decisions on appeals & disciplinary matters, pension rights, unemployment benefits, maternity / paternity / parental / part-time leave-related documents, 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 the Human Resources Unit 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 to ascertain the attribution of tasks within the service. Such a request is reviewed by the HR Unit before being 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., for the organisation of the pre-recruitment medical visit).

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 HR Unit 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 the HR Unit (the Controller), who is responsible for such processing, by sending an e-mail to the mailbox indicated in point 6. In accordance with Article 26 of the Staff Regulations, data subjects can request the correction or rectification of data in their personal file, to which they can have access at any time following a request to the Controller or for some personal data through direct access by the data subject in SYSPER.

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(2012)713) 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 on a Reserve List: a five-year retention period of data applies starting from the date of the expiration of the Reserve List. The validity of Reserve Lists applied depends on the Vacancy Notice and may be extended (please refer to it on a case-by-case basis).

6. Contact information

If you would like to receive further information, you can contact the Controller via the mailbox: 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.

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: 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, particularly Article 26 and Titles I, III (Chapters 1 and 2) and V, and Annex VII and thereof;
- the Conditions of Employment of Other Servants (CEOS), [Title I, Title II (Chapters 1 and 3), Title IV (Chapters 1, 3, 4 and 5)] and particularly Articles 11 and 82 of the CEOS thereof;
- Implementing Rules on the engagement and use of Temporary Agents (Decision of the Steering Committee StC260215/5a, adopted on 19 March 2015);
- Decision of the ERCEA Steering Committee StC191009/3d on the adoption of implementing rules on middle management staff (new Decision to be adopted later this year);
- Decision of the ERCEA Steering Committee StC160218/6 on the adoption of implementing rules on temporary occupation of posts (18 February 2018);
- Decision of the Steering Committee of the European Research Council Executive Agency StC260612/2b on the adoption of Implementing Rules to the Staff Regulations including Commission decision of 28 April 2004 on outside activities and assignments (document C(2004)1597/10) (new Decision to be adopted later this year);
- Commission Decision (2017)6760 of 16 October 2017 on the general provisions for implementing Article 79(2) of the CEOS, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof, which is applicable to the ERCEA in accordance with the Decision of the Steering Committee StC191217/7.
- Internal Mobility Guidelines (ARES(2011)1107841 of 18 October 2011).