



Brussels, October 2010  
ERCEA (2010)

## **SPECIFIC PRIVACY STATEMENT ERCEA "Travel Expenses and Allowances of Candidates"**

This statement concerns the processing operation called "Travel Expenses and Allowances of Candidates" (Selection phase). 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?**

The primary personal data are processed through the IT financial applications of ERCEA. The collection is carried out with the "Legal Entity" and "ID Bank" forms provided by the candidates to ERCEA, following the acceptance of the invitation to a selection interview/test.

The personal data consist of the Name, Surname, Addresses, Contact details, Gender, Nationality, Language, Professional Title, Bank Account details, VAT number, and copy of the ID card/Passport.

Supplementary data might be collected via the documentary evidence supporting the request of reimbursement, which might consist of specific invoicing or travel items.

The processing is necessary for the management and functioning of the ERCEA.

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

Your personal data are accessed only by the authorised ERCEA staff members dealing with your file. They can be shared only for administrative and financial purposes with some services of the European Commission, i.e. DG RTD, PMO, DG BUDGET, Legal Service.

In addition, certain data details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to: (a) the Civil Service Tribunal, at its request; (b) the Ombudsman, at his request; (c) the European Data Protection Supervisor, at his request; (d) the audit and control bodies such as OLAF, Court of Auditors, ERCEA Internal Audit Office, the Internal Audit Service.

### **3. How do we protect and safeguard your information?**

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<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.

The applications processing your personal data have restricted access rights and databases are kept in servers located in alarmed and video-controlled rooms.

Paper documents are stored in rooms accessible only by authorised staff members and locked in cupboards.

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

If you want to check, modify, correct or delete any personal data, you should apply to Head of Unit D2 – 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.

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

Currently, the ERCEA applies by analogy the principle and the retention periods used by the European Commission.

Documents relating to the reimbursement are kept for an administrative retention period of five years following the closure of the relevant file.

#### **6. Contact for information**

If you would like to receive further information, you can contact the responsible person (the Controller) via the mailbox of the contact person:

[ERC-RECRUITMENT@ec.europa.eu](mailto:ERC-RECRUITMENT@ec.europa.eu)

The ERCEA Data Protection Officer, Ms Donatella Piatto, is at your disposal for any clarification you might need on your rights under Regulation 45/2001:

[ERC-DATA-PROTECTION@ec.europa.eu](mailto:ERC-DATA-PROTECTION@ec.europa.eu)

#### **7. Right of Recourse**

You have the right to have recourse to the European Data Protection Supervisor ([edps@edps.eu](mailto:edps@edps.eu)) if you consider that your rights under Regulation 45/2001 have been infringed as a result of the processing of your personal data by the ERCEA.

#### **8. Legal basis**

The legal basis which applies to the above processing operation is contained in the following documents:

- Council Decision No 2006/972/EC of 19 December 2006 concerning the specific programme: ‘Ideas’ implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013)
- Staff Regulation and Conditions of Employment of Other Servants (CEOS)
- ERCEA Provisions on a Financial Contribution towards Travel Expenses for Persons invited to an Oral Tests of an Open Competition or other Selection Procedures, to an Interview or to a Medical Visit