



European Research Council  
Executive Agency

Established by the European Commission

Brussels, February 2013  
ERCEA (2013)

## SPECIFIC PRIVACY STATEMENT ERCEA Unit D2 – Human Resources Service Selection Procedure

This statement concerns the processing operation identified as the "Selection Procedure". 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 personal data processed during the selection phase are necessary to evaluate the eligibility, the expertise and the profile of applicants. This allows the retention of the most suitable candidates for the open positions.

During the Selection phase, candidates are requested to submit the following information:

- **Personal details**: First name, last name, address, phone number, fax, e-mail, nationality, date of birth, gender;
- **Work experience** including, for each experience, start and end dates, position/title held, main activities and responsibilities, name and address of the employer, type of business, sector;
- **Education and training** information including, for each course, start and end dates, title, qualification, diploma (level in the national and/or international classification), main study subjects, name of the organisation providing the education or the training;
- **Languages** including, for each language, the level of understanding, listening, reading, spoken proficiency, written proficiency and details about the courses attended;
- **Personal skills and competences** (if applicable): technical, organisational, social, artistic, other.
- **Additional information**: any other information that may be relevant, for example contact persons, references, etc.

The ERCEA reserves the right to request the submission of the relevant documentary evidence on the day of the selection interview.

Data are submitted to the ERCEA electronically via the CAST lists and CV-online managed by the European Commission/EPSCO, and a functional mailbox managed by ERCEA ([ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu)) according to the type of open positions (Contractual Agents use CAST lists and CV-online; Temporary Agents - External use CV-online; Temporary Agents - Seconded use the functional mailbox [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu)).

For CAST lists and the CV-online privacy policy, please refer to the information provided

<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.

on the European Commission/EPSO websites:

- [http://europa.eu/epso/apply/contact/details/dp\\_en.htm](http://europa.eu/epso/apply/contact/details/dp_en.htm)
- [http://ec.europa.eu/civil\\_service/job/cvonline/privacy\\_en.htm](http://ec.europa.eu/civil_service/job/cvonline/privacy_en.htm)
- [http://europa.eu/geninfo/legal\\_notices\\_en.htm](http://europa.eu/geninfo/legal_notices_en.htm)

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

During the selection phase, these are the recipients of your data:

- The personnel in the HR unit in charge of the selection procedure;
- The personnel in the financial team in charge of the reimbursement of travel costs linked to the interview (only partial access);
- The members of the selection panel;
- The AHCC (Authority Empowered to Conclude Contracts of Employment), i.e. the ERCEA Director.

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 to auditing bodies.

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

Personal data of applicants are stored by the authorised personnel of the HR unit both electronically and in paper version.

Archives are kept on the ERCEA shared drive with restricted access to authorised staff members of the HR Unit's selection team and a secured room with restricted access.

All personal documents temporarily processed by a panel member or an HR Officer are locked in secure cupboards. Keys of the cupboard intended for selection files and access rights are administered by the authorised personnel of the Human Resources unit. Members of the selection committee are responsible for maintaining the confidentiality of any documents or electronic files sent and returning, erasing or destroying all confidential documents or files. If, in addition to the documentation in the selection file, for practical reasons a supplementary "work" copy of a personal document is made during a selection/recruitment procedure, it is destroyed with the conclusion of the relevant processing at the end of the selection procedure.

## **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 – Human Resources, Infrastructure and Document Management, who is responsible for such processing (i.e. the Controller), by sending an e-mail to the mailbox indicated in point 6. If such a request is introduced, ERC.D2 Unit treats it immediately and will resolve it latest within three months from the receipt of the request.

With regard to the right of rectification, please be informed that in the case of data identifying your person your right to up-date, rectify or erase those data can be exercised at any time during the procedure. On the contrary, data related to the eligibility criteria can be completed and corrected until the deadline for submission but cannot be rectified anymore after that.

Withdrawal of applications is possible at any time. Personal data are kept by the ERCEA HR service until the closure of the selection procedure and then data are erased.

As regards the personal data kept in the CAST lists, some of them can be periodically updated except the ones linked to the eligibility within the specific call for expression of interest.

## **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(2007) 970) by analogy.

Candidates eliminated during the selection procedure: data are stored for 5 years after the conclusion of the selection procedure.

Non-recruited candidates that have been included into a "reserve list": the 5 years retention period of their data applies starting from the date of the expiration of the reserve list. The validity of "reserve lists" applied until now depends on the vacancy notice (please refer to it on a case by case basis).

## **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](mailto:ERC-SELECTION@ec.europa.eu)

The ERCEA Data Protection Officer is at your disposal for any clarification on your rights under Regulation (EC) 45/2001: [ERC-DATA-PROTECTION@ec.europa.eu](mailto:ERC-DATA-PROTECTION@ec.europa.eu).

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

## **7. Legal basis**

The legal basis references which apply to the recruitment and personal files are contained in:

- The Staff Regulations [Title I, Title III (Chapters 1 and 2)] and the (Condition of Employment of Other Servants (CEOS), [Title I, Title II (Chapters 1 and 3), Title IV (Chapters 1, 3, 4 and 5)]
- Article 26 of the Staff Regulations (recalled by article 11 of the CEOS) governs the constitution and processing of the personal file
- Decision StC260612/05 of the Steering Committee of the European research Council Executive Agency (ERCEA) on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the ERCEA under the terms of Articles 3a of the said Conditions (Ref. Ares(2012)843420 -10/07/2012)
- Decision StC191009/3c of the Steering Committee on the Implementing Rules on the engagement and use of Temporary agents adopted on 14 Dec 2009