



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** Seconded National Experts at the Joint Research Centre

**Data Controller:** Directorate-General “Human Resources and Security” / HR for Specific Sites & Services / Unit “HR for JRC” (HR.E.4)

**Record reference:** DPR-EC-01051

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your data?**
- 3. On what legal grounds are we processing your personal data?**
- 4. Which data do we collect and process?**
- 5. How long do we keep your data?**
- 6. How do we protect and safeguard your data?**
- 7. Who has access to your data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information**

## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “Seconded National Experts at the Joint Research Centre” undertaken by HR.E.4 is presented below.

## **2. Why and how do we process your data?**

The purpose of the processing is to manage the files related to secondments of National Experts to the Commission. This includes the selection, secondment and establishment of financial rights at the beginning of the secondment.

The Seconded National Experts (SNEs) are employees of Member States' administrations and other organisations as defined in the Commission Decision laying down rules on the secondment to the Commission of national experts and national experts in professional training C(2008)6866.

The Commission services are responsible for the selection of candidates for SNEs and for reimbursement of travel costs related to the selection interview, payment of allowances, reimbursements and accident insurance. For the purpose of the secondment, the payments and the reimbursements, the candidates must complete standard forms, which include their personal contact details, bank account details and a copy of their identity card.

Your data will be transmitted through electronic mail or through ARES, the common information system used by all the Commission's Services. The data are stored electronically and/or physically (on paper). Electronic archives (including Outlook public folders) are only accessible to staff members of Unit HR.E.4. Paper archives are in a locked room.

## **3. On what legal grounds are we processing your personal data?**

This processing of your data is lawful in terms of the provisions of Art. 5(a) of Regulation (EU) 2018/1725, i.e.: *'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body'*

The legal basis for the processing is laid out in:

- Commission Decision laying down rules on the secondment to the Commission of national experts and national experts in professional training C(2008)6866.
- Decision of the JRC Director General of 18 August 2017 (Ares (2017)4087889) establishing a Harmonised Policy for Health and Safety at Work for Commission Staff working on JRC sites outside Brussels.
- Security and protection of persons present inside Commission premises pursuant to Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission.

#### **4. Which data do we collect and process?**

Data is collected, processed and stored in the following manner:

##### **During the selection phase:**

- At the moment of reception of applications from the Permanent Representations and verification phase of eligibility: the CVs and application forms are processed at by unit HR.B.1 and saved to the shared drive in order to prepare them for transfer to the concerned services (HR.E.4, JRC HR Business Correspondent);
- At the moment of selection: the CVs and application forms are processed by HR.E.4, JRC HR Business Correspondent & the JRC services responsible for the selection of eligible national experts.

##### **During secondment phase:**

Data is entered into:

- RETO data base by unit HR.E.4 or HR.B.1: first and last name, birth date;
- eSIRE data base by unit HR.E.4 or HR.B.1, and/or line managers: first and last name, contact details, birth date and place of birth, marital status and family composition, nationality, bank account number, knowledge of languages, dates of the secondment, budgetary line used for the secondment;
- SYSPER by unit HR.E.4: the details concerning the secondment post number;
- ABAC by unit HR.E.4 and The Office for the Administration and Payment of Individual Entitlements (PMO): legal entity and financial account data.
- A secondment file for each SNE with the main information related to the secondment conditions and the administrative status of the secondment (secondment and extension requests and respective exchange of letters with confirmations by the Permanent representation, suspension of the secondment during parental leave or early end of the secondment) has to be kept electronically and/or physically (on paper).

The processing concerns special categories of data. SNEs are requested to provide a medical certificate of good health where specific working conditions apply (access to nuclear/restricted areas, laboratory work and/or other special circumstances).

The processing concerns data related to 'criminal convictions and offences' when required for access to JRC premises, and/or to restricted areas and data. The activity associated with providing access to JRC premises is already covered by separate notifications.

If, as a selected SNE, you would communicate health data relating to special needs (e.g.: regarding physical access to buildings and physical mobility), then such information would also be processed for the purposes of organising the logistics and relevant office arrangements.

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

CV and application forms of non-selected candidates are kept for 2 years after the end of the selection procedure.

In accordance with the common Commission-level Retention List (Ares(2019)4374520), section 12.3.7, the administrative retention period of the personnel files of national experts on secondment is 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 100 years after the recruitment of the person. All other documents are eliminated after 10 years.

The data stored on eSIRE, SYSPER, and ABAC is kept in accordance with data protection records DPR-EC-02055 on eSIRE, DPR-EC-1230 on SYSPER and DPR-EC-04426 on ABAC.

## **6. How do we protect and safeguard your data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include the application of the correct restricted markings in ARES, the use of encryption (SECEM) and restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. Hard copy of the files is kept in a locked filing cabinet by HR.E.4.

## **7. Who has access to your data and to whom is it disclosed?**

The entities processing your data are:

- The responsible services in HR.E.4 and HR.B.1;
- The JRC HR Business Correspondents and the line manager of the entity where you will be/are seconded;
- DG BUDG (for validation of the files related to reimbursements of travel costs and other payments) and The Office for the Administration and Payment of Individual Entitlements PMO (access via eSIRE in order to effectuate the payments of allowances and reimbursements);
- JRC Security Services and DG HR Security Directorate in case you are a third country national seconded to the Commission;
- DG HR Medical Services;
- The Permanent Representation of your Member States to the EU (which are the main point of contact for selection and secondment procedure).
- For JRC Karlsruhe: National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden-Württemberg, Stuttgart.

## **8. What are your rights and how can you exercise them?**

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

## **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.E.4, ([HR-JRC-END@ec.europa.eu](mailto:HR-JRC-END@ec.europa.eu)).

## **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

## **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

### **10. Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <https://ec.europa.eu/dpo-register/>.

This specific processing operation has been included in the DPO's public register with the following Record reference **DPR-EC-01051**.