



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Management of Visiting Scientists at the JRC

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

Record reference: DPR-EC-01046

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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 "Management of Visiting Scientists at the JRC" undertaken by HR.E.4 is presented below.

2. Why and how do we process your personal data?

The Visiting Scientist, an employee or research fellow of the sending party, will be hosted at the JRC for a defined period of time. The Visiting Scientist will be assigned to a Unit of the JRC, located at one of the JRC sites. During the stay, the Visiting Scientist will perform the work programme defined in an agreement. An invitation to the JRC does not create in any way an employment relationship between the JRC and the Visiting Scientist.

Purpose of the processing operation: HR.E.4 collects and uses the personal information for the following purposes:

- to prepare the agreement
- to manage their stay at the JRC
- to keep the necessary information in order to reply to candidates concerning information on their services and the administrative procedure
- to ensure the correct application of the occupational health and safety provisions applicable on the JRC sites
- to ensure that the visiting scientist is employed by or receives a research grant from the sending organization
- to proof the coverage for sickness and accident insurance (including any special coverage that may be required for special laboratories/facilities) for the entire duration of the stay.
- to proof the coverage of third party liability insurance
- to prevent and control risks to security

Your data will be transmitted through electronic mail or through ARES the common information system used by all the Commission's Services.

Your 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.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, i.e. because 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 JRC carries out a task in the public interest consisting in participating in international scientific cooperation. This is laid out in the following legal acts:

- REGULATION (EU) No 1291/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decision No 1982/2006/EC (OJ L 347 of 20.12.2013, p. 104): Article 3.6: '[...] non-nuclear actions of the JRC shall contribute to the priorities set out in [...] the Regulation'; Annex I, p. 1032: 'the JRC shall contribute to the general objective and priorities of Horizon 2020 {...} in collaboration with relevant national and regional research stakeholders'.
- COUNCIL REGULATION (Euratom) 2018/1563 of 15 October 2018 on the Research and Training Programme of the European Atomic Energy Community (2019–2020), complementing the Horizon 2020 Framework Programme for Research and Innovation, and repealing Regulation (Euratom) No 1314/2013: Article 3.3, setting out the specific objectives of the direct actions by JRC; and Annex I, , p. 16, referring to these direct actions of JRC, which 'will be conducted taking into account relevant initiatives at regional, Member State or Union level [...]; [...] the JRC will pursue and further develop cooperation with key partner countries and international organisations [...]'.

The processing may concern special categories of data. Visiting Scientists 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). This may be necessary for carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security (Article 10(2)(b)), or for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee (Article 10(2)(h)).

The processing concerns data related to 'criminal convictions and offences' when required for access to JRC premises, and/or to restricted areas and data. Visiting Scientists are requested to provide a criminal record extract. The activities associated with providing access to JRC premises are already covered by separate notifications.

- DPR-EC-01239 SECPAC;
- DPR-EC-02002 ARDOS;
- DPR-EC-01096 Access Control System at JRC Ispra Site;
- DPR-EC-01233 Third Country National Opinion;
- DPR-EC-00521 Access Control at JRC Seville;
- DPR-EC-00659 Entrance Permission and Access Control for Physical Protection (ZES+ZKS) at JRC In Karlsruhe;
- DPR-EC-01980 Data Base of "USERLAB" Users at JRC in Karlsruhe;
- DPR-EC-01932 Access Control at JRC-Geel;
- DPR-EC-01959 Access Management System at JRC in Petten;

- DPR-EC-00745 JRC: Data Base of Open Access to JRC Physical Research Infrastructures Users at JRC;

4. Which personal data do we collect and further process?

In order to carry out this processing operation Unit HR.E.4 collects the following categories of personal data:

At the application phase:

- Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail;
- Curriculum vita and motivation letter;
- Education, university degree / diploma, date of award of degree, length of professional experience;
- Invitation letter.

At the management phase:

- Copy of passport/ID and visa, if necessary;
- Criminal record extract when required for access to JRC premises, and/or to restricted areas and data;
- For JRC Karlsruhe: "Sicherheitsueberpruefung" form (filled in and signed in original for a mandatory security check carried out by the competent German authorities and required for all staff working in nuclear installations);
- Medical certificate of good health 'where specific working conditions apply (access to nuclear/restricted areas, laboratory work and/or other special circumstances);
- Certificate of employment or other relevant document ascertaining that the visiting scientist received a research grant from the sending organization;
- Proof of social security cover: certificate from your insurance scheme, i.e. forms A1/S1;
- Evidence of coverage for health and accident insurance, including any special coverage that may be required for special laboratories/facilities in which the visiting scientist may work;
- Evidence of third party liability insurance;
- Collaboration agreement.

The provision of personal data is mandatory to meet a contractual requirement necessary to be hosted as Visiting Scientists at the JRC. If you do not provide your personal data, the agreement cannot be finalised.

5. How long do we keep your personal data?

The Unit HR.E.4 keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 50 years after the end of the hosting period. The file contains the application form, invitation, agreement, attestation of visit, description of tasks. All other documents are eliminated after 10 years. Personal data relating to visiting staff that was rejected, or withdraw the application is kept for maximum 2 years.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either 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 restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Persons having access to information (depending on the stage reached in the process):

- Unit HR.E.4 HR for JRC;
- Medical Services;
- JRC HR Business Correspondent;
- Recruiting Services;
- Security Services;
- The Investigation and Disciplinary Office of the Commission (IDOC);
- Employer of the visiting scientist (sending party);
- National Authority of the EU country hosting the JRC site (VISA);
- For JRC Karlsruhe: National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden-Wuerttemberg, Stuttgart.

Recipients	Data provided
Unit HR.E.4 HR for JRC JRC HR Business Correspondent	All data collected during the application and management phase;
Medical Services	Surname, first name, date of birth, Personal Identification Number (PerID), Medical certificate of good health;
Recruiting services	Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail, Curriculum vitae and motivation letter, Education, university degree / diploma, date of award of degree, length of professional experience,

	Language skills and level, Invitation letter, Agreement;
Security Service	Copy of passport/ID and visa, if necessary, Criminal record extract, Curriculum vitae;
Employer of the visiting scientist, (sending party)	Agreement;
The Investigation and Disciplinary Office of the Commission (IDOC)	Full name, Criminal record extract;
National Authority (VISA)	Surname, first name, date and place of birth, gender, nationality;
For JRC Karlsruhe: National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden- Wuerttemberg, Stuttgart.	Copy of passport/ID, Criminal record extract, Curriculum vitae.

The controller needs to conduct administrative activities necessary to set up scientific collaboration with stakeholders and partners in third countries as well as international organisations given the international scope of science. Collaboration agreements are one of the legal instruments for JRC to conduct such activities. The collaboration agreements can be signed with parties established not only in the Member States but also in third countries, and with international organisations.

In this context, the JRC may transfer your personal data in a third country or to an international organisation in accordance with Regulation (EU) 2018/1725. The controller will transfer your personal data based on:

- an adequacy decision of the Commission when the Commission has adopted a specific adequacy decision as regard the third country in question (Article 47 of Regulation (EU) 2018/1725)
- or in the absence of adequacy decision, on derogations for specific situations (Article 50 of Regulation (EU) 2018/1725). Such transfers of personal data may be necessary for the establishment and execution of collaboration agreements with partners in third countries and international organisations to recipients in those specific countries and organisations. They may be based on important reasons of public interests at the core of the JRC mission and be necessary for the performance of a contract between the data subject and the controller or necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person. In case of contentious issues in the execution of the collaboration agreement (pre-litigation or litigation), the data may be transferred when necessary for the establishment, exercise or defence of legal claims.

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

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

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.

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-ISPRA-VISITING-SCIENTISTS@ec.europa.eu)

• The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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 (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via 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-01046.