

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

Data Controller: Unit HR.DDG.B.4, Career management and mobility

Record reference: DPR-EC-01028

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.

This statement concerns data processed for Seconded National Experts. The Head of Unit HR.DDG.B.4 in DG HR is the controller of the processing.

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.

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'*

Legal basis

- Commission Decision laying down rules on the secondment to the Commission of national experts and national experts in professional training C(2008)6866

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 corporate HR level (HR.B.4) and saved to the U: drive in order to prepare them for transfer to the concerned Commission services (Account Management Centres, HR. Business Correspondents).

- At the moment of selection: the CVs and application forms are processed by the AMCs, BCs & the concerned DGs responsible for the selection of eligible national experts.

- **During secondment phase:**

Data is entered into:

-RETO data base by unit HR.DDG.B.4: first and last name, birth date

-eSIRE data base by unit HR.DDG.B.4 and/or AMCs and/or HR BCs 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, DG of secondment, budgetary line used for the secondment

-Sysper by DG HR: the details concerning the secondment post number

-ABAC by HR.DDG.B.4: financial account data

A secondment file for each SNE with the main information related to the secondment conditions (secondment and extension requests and respective exchange of letters with confirmations by the permanent Representation) has to be kept on paper, as SYPER does not give the possibility to store electronically this kind of data for external staff. Information related to administrative status of the secondment, for example suspension of the secondment during parental leave or early end of the secondment are processed in electronic format (email messages) and stored on the electronic drive by HR.B.4.

Information on security clearance and diplomatic status for Commission SNEs seconded to EU delegations in third countries is transmitted directly by the national authorities to EEAS.

Normally, no data falling under Article 10 of the Regulation is processed. However, 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.

The administrative file of SNEs saved electronically on Unit HR.B.4 U drive is kept for 7 years after the end of your secondment. This retention period is justified by the cooling off period of 6 years before a new assignment foreseen by the Commission Decision C(2008)6866 for national experts seconded at the Commission for 6 years.

The data stored on eSIRE, SYSPER and ABAC is kept in accordance with data protection records DPR-EC-02055.1 on eSIRE, DPR-EC-1230.1 on SYSPER and DPR-EC-04426.1 on ABAC.

In accordance with the common Commission-level Retention List (Ares(2019)4374520), section 1.2.3.7, the administrative retention period of the personnel files of national experts on secondment and national experts in professional training (NEPTs) 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.

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 in place. 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 data and to whom is it disclosed?

The entities processing your data are:

- The responsible services in DG HR (concerned AMC and corporate business owner responsible for SNEs - unit HR.DDG.B.4)
- The HR business correspondents in the DG where you will be/are seconded 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 PMO (access via eSIRE in order to effectuate the payments of allowances and reimbursements)
- DG HR Security Directorate in case you are a third country national seconded to the Commission
- The Permanent Representation of your Member States to the EU (which are the main point of contact for selection and secondment procedure)
- EEAS in case you will be/are seconded to the EU delegations

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, DG HR.DDG.B.4, HR-MAIL-B4@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 publishes the register of all operations processing personal data. You can access the register on the following link : <http://ec.europa.eu/dpo-register>

This specific processing has been notified to the DPO with the following reference **DPR-EC-01028**.