



Data Protection Notice

Transfer of personal data to permanent representations of the Member States to the EU and/or other organisations (such as embassies of the Member States in the hosting countries and ministries of foreign or European affairs of Member States)

In accordance with the Regulation (EU) 2018/1725 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 (Regulation), the European Research Executive Agency (hereinafter “Agency” or “REA”) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

This processing operation enables REA to answer to requests from Member States' Permanent Representations concerning personal data of the members of the REA staff. REA will transfer the personal data for the purposes referred to in Article 15 of the Protocol (No 7) on Privileges and Immunities of the European Union¹.

The purpose is also to process the necessary personal data to enable certain staff member including, where relevant, their family members (e.g.: with special ID cards) and enable its transfer to the relevant hosting Member State's authorities to obtain relevant certificates (e.g. COVID vaccination certificate, etc.).

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is REA. For organisational reasons, the role of the data controller is exercised by Ms Sari Vartiainen-Mathieu, Head of Unit D.2 ("People and Workplace") of REA. The controller may be contacted via functional mailbox: REA-HR@ec.europa.eu.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

The processing is necessary for compliance with a legal obligation to which the controller is subject (Article 5(1)(b) of the Regulation), as established by Article 15 of the Protocol (No 7) on Privileges and Immunities of the European Union.

The data subject has given consent to the processing of his or her personal data for one or more specific purposes (Article 5(1)(d) of the Regulation).

4. WHICH PERSONAL DATA ARE COLLECTED?

The following categories of data are processed:

- a) Identification data: last name, first name, nationality;

¹ Consolidated version of the Treaty on the Functioning of the European Union, Protocols, Protocol (No 7) on the privileges and immunities of the European Union (OJ C 326, 26.10.2012, p. 266-272).

- b) Data relating to contact details: professional email address, and professional address;
- c) Data relating to data subjects professional status: administrative status (TA or CA);
- d) Only for upper level management: function group, grade and professional title.

Nationality and administrative status may be transferred only to the Member State (MS) corresponding to the nationality of the data subjects concerned. By way of exception, the aforementioned categories of personal data of officials occupying posts of higher responsibility (upper level management), who also appear in publicly available databases, may be transferred to other Member States.

In addition to the above and in the framework of access to the Digital Key for REA staff residing in Belgium and having special ID cards delivered via the European Commission and in order benefit from services granted by the host Member State (e.g. delivery of certificates), the following data may be processed: date of birth, national registration number (NISS/BIS), language (for now by default: English) and, if applicable, identification data of their family members: full name, date of birth, relationship, national registration number (NISS/BIS) and email address.

Aggregated data regarding all members of the REA staff, including nationality, administrative status and function group, may be transferred to Permanent Representations but in a way, that does not permit identification.

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?

- The Director of the Agency;
- The Head of Department D ("Coordination and Corporate Services");
- Authorised staff members of REA.D.2.001 and REA.D.2.002 ("Selection & Recruitment, Staff Regulations and HR Planning & Reporting" and "Career & Staff Development");
- Authorised staff members of REA.D.1 ("Planning, Knowledge and Compliance");
- The REA Data Protection Officer (DPO);
- Authorised staff of the European Commission services concerned (e.g. DG HR).

b. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?

- Permanent Representations of the Member States to the EU;
- Embassies of the Member States in the hosting countries;
- Ministries of foreign or European affairs of Member States;
- Relevant national authorities from the host Member State (e.g. Health Ministry, Federal Public Service Strategy and Support).

This transmission will be restricted to the information necessary for the competent entity to carry out its task that will process those data only for the purposes for which they have been transmitted. Any recipient of the data shall be reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

6. How LONG DO WE KEEP YOUR PERSONAL DATA?

Data, stored in electronic format in functional mailboxes (email accounts) or file servers (shared drive) is kept for a period of three years. After this conservation period, they are immediately erased.

Personal files are retained for 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.

7. WHAT ARE YOUR RIGHTS?

Data subjects may have access to their personal data and may exercise their right of access / rectification / erasure / restriction / data portability / objection / withdrawal of consent (where applicable) by sending an email to REA-HR@ec.europa.eu functional mailbox. Certain personal data can be accessed and rectified by the data subjects directly in SYSPER.

8. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-HR@ec.europa.eu.

Further to the above, the following instances can be addressed:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu.