



VISITING STAFF AS INVITED PERSONS OR UNPAID VISITING SCIENTISTS AT THE JOINT RESEARCH CENTRE (JRC) - PRIVACY STATEMENT -

1. Identity of the controller

Personal data supplied by individuals that will be hosted as invited persons or visiting scientists for a defined period of time at the JRC are collected and further processed according to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18/12/2000 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies on the free movement of such data. The Controller of the processing operation on personal data is the JRC represented in this case by the Director of Resource Management. The Heads of the Management Support Units (MSUs) of the Institutes of the JRC are responsible for internally managing the processing operation on behalf of the controller.

2. Purposes of the processing operation for which the data are intended

The MSUs collect personal information with a view to hosting individuals as invited persons or unpaid visiting scientists for a defined period of time at the JRC. The MSUs manage the relationship with the selected individuals before the visit and during the visit this is taken care of by the hosting unit. The hosting is carried out within the ambit of a collaboration agreement or a visiting scientist's agreement¹. No employment relationship exists between the individuals and the JRC.

At the application phase

- Surname, name, address, telephone number, gender, date of birth and nationality.
- Education and working experience.
- Linguistic skills.

At the management phase

- Copy of passport/ID and visa, if necessary.
- Detailed Curriculum Vitae.
- Original criminal record extract.

For 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 (including the particular requirements for any nuclear, laboratory or other specialised circumstances that may be necessary).
- Certificate of employment if the visiting scientist is employed by a scientific public body, university, research institute or similar organisation). This is not necessary for a retired visiting scientist.
- 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 a third party liability insurance.
- Agreement by which an individual comes to the JRC (collaboration/visiting scientist).
- Request for invitation at the JRC signed by JRC Institute Director, Head of Unit and MSU.

3. Recipients of the data

At the application phase:

The MSUs collect the data.

At the management phase:

The MSUs, the pertinent heads of units and other staff connected to the hosting of the individuals have access to the files. Internal recipients of the data include the JRC Ispra Security Service, the

¹ There are 2 types of agreements for unpaid visiting scientists: employed or retired.

local security services on the other JRC sites, the Medical Services (based in Ispra and Luxembourg) and SYSPER2 helpdesk. External recipients of the data (for Karlsruhe) include local medical support: Dres Jung and Goebel, Mannheimer Strasse 12, D-76131 Karlsruhe (recognised specialists for occupational medicine as required by German law) and the National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden-Wuerttemberg, Stuttgart.

4. Protection and safeguarding of information

Paper files are stored in the MSU archives. Electronic files are stored following the JRC ICT infrastructure management covered by the notification DPO-1946.

5. Verification, modification and deletion of personal data

In case there is a need for an individual to verify the personal data stored on his/her behalf by the controller or if there is a need for the data to be modified, deleted or the application to be withdrawn, an e-mail message should be sent to the following functional mailbox address: jrc-recruitment-data-protection@ec.europa.eu Requests submitted by individuals shall be evaluated on a case-by-case basis. Where acceptable, the relevant actions will be taken within 14 days from the date of the request.

6. Retention of personal data

According to the JRC archive schedule, which makes reference to the Commission's Common Retention List, the administrative retention period is 5 years and then elimination.

7. Contact Information

For questions relating to the processing of personal data an email should be forwarded to the functional mailbox of the Controller:

jrc-recruitment-data-protection@ec.europa.eu

For questions relating to the protection of personal data, contact can be taken with the:

- Data Protection Co-ordinator of the JRC:
jrc-data-protection-coordinator@ec.europa.eu

- Data Protection Officer of the European Commission:
data-protection-officer@ec.europa.eu

8. Appeals

In the event of a dispute, a complaint can be sent to:

- European Data Protection Supervisor:
edps@edps.europa.eu