



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Resources
Human Resources Unit

February 2012

MANAGEMENT OF SELECTION PROCEDURE FOR SECONDED NATIONAL EXPERTS AT THE JOINT RESEARCH CENTRE Privacy Statement

1. Identity of the controller

Personal data supplied by experts as part of the selection procedure for Seconded National Experts (SNEs) are being 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 operations on personal data is the Joint Research Centre (JRC) represented in this case by the Director of Resources. The Heads of the Resource Management Units (RMUs) of the Institutes for Geel, Karlsruhe, Petten and Seville, the Head of 'Recruitment and Training' Unit (JRC.B3) for Ispra and Brussels and the Head of the 'Human Resources' unit (JRC.B2) of the JRC and the Head of the 'Recruitment and End of Service' unit of DG HR (Human Resources and Security Directorate) – DG HR.B.2 – act as Personal Data Processors on behalf of the controller.

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

SNEs should enable the European Commission to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available. The preparation of a template for publication in English, French and German is the first element of the SNE file. A request for publication is made to DG HR.B.2 once a month by JRC.B2. The publication is then routed to the Permanent Representations of the EU Member States and, if requested, to the EFTA Secretariat, the diplomatic missions of the non-member countries whose nationals are eligible for the secondment and the administrations of intergovernmental organisations (IGO). Interested experts apply on the basis of a CV to their respective Permanent Representation, EFTA country, diplomatic mission or the IGO administration. The selection process is managed by the RMUs (which involves the relevant requesting service) and by JRC.B.3 with the finalisation of the expert selection file being the responsibility of the JRC.B2 and DG HR.B.2 (the JRC holds a joint Appointing Authority¹ with DG HR for personnel matters relating to the selection of SNEs).

At the pre-selection phase:

- the expert provides a CV.

At the selection phase:

- an evaluation report is prepared by the Institutes/Directorates based on the evaluation and ranking of the CV(s) or an interview (at the discretion of the selection panel).

¹ This abstract term actually describes a system of graduated authority. In practice, the Commission delegates authority in personnel matters to the appropriate levels of senior and middle management.

At the expert file preparation phase:

The selected expert is asked to provide the following information:

- name, first name, gender, nationality, ...
- personal details form signed and dated
- updated *curriculum vitae* with list of publications
- certified true copy(ies) of university diplomas
- original criminal record extract(s)
- copy of passport/ID card (if applicable also for family members)
- family/civil status certificate
- marriage certificate and children's birth certificates (where applicable)
- medical certificate of good health
- proof of cover of expenses both for medical treatment and hospitalisation in the country where the expert will be seconded, which is valid for the whole period of the secondment (e.g., E111/E106 form, European Health Insurance Card, private insurance coverage, etc.)
- Legal entity form and financial identification form
- Declaration of the employer according to Article 6(5) of the "Rules on the secondment of National Experts to the Commission", Commission Decision C(2008) 6866 of 12/11/2008
- Declaration of the employer stating that he/she has been their employee during at least the 12 months preceding the date of the application, according to Article 1 (1) of the "Rules on the secondment of National Experts to the Commission", Commission Decision C(2008) 6866 of 12/11/2008
- Declaration of the employer according to Articles 17 to 19 of the "Rules on the secondment of National Experts to the Commission", Commission Decision C(2008) 6866 of 12/11/2008\
- Declaration of the employer on the nature of the employer according to Article 1(2) of the "Rules on the secondment of National Experts to the Commission", Commission Decision C(2008) 6866 of 12/11/2008A statement on the expert's honour according to Articles 6 and 7.

For Karlsruhe:

- Recent criminal records extract issued by the competent authorities of each country in which the candidate has lived for more than 3 months over the last 10 years,
- Declaration concerning the personal reliability screening ("Sicherheitsüberprüfung" form), which should be 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 installations². There is a detailed information note at the back of the document.

JRC.B2 takes charge of the following aspects:

- Request letter for the visa request for non-EU citizens (if applicable)
- *Codice Fiscale* (for tax purposes) request for non-Italian SNEs (for Ispra only)

The data in question are used to prepare and finalise the selected expert's file to allow for his/her entry into service. Certain data concerning the selected expert are summarised in an Excel worksheet, which is intended for the exclusive use of authorised staff in JRC.B2.

² In this case the German nuclear security regulation applies, namely Article 12b of the "*Atomgesetz and Atomrechtliche Zuverlässigkeitsüberprüfung*" which asks for specific documents and security examination for people working with nuclear material.

3. Recipients of the data

At the pre-selection phase – DG HR.B2 receives the CVs and forwards them to JRC.B2, which reroutes them to the RMUs and to JRC.B3.

At the selection phase – The RMUs and JRC.B3 forward the CVs to the requesting service.

At the expert file preparation phase - The head of JRC.B2, the authorised staff in JRC.B2 and DG HR.B.2 have access to the files.

Other recipients (both internal and external) of the data include the

- JRC Ispra Security Service,
- the German competent authority for security checks (for Karlsruhe),
- the Permanent Representations of the EU Member States or the EFTA Secretariat or the diplomatic missions of the non-member countries whose nationals are eligible for the secondment or the administrations of IGOs, which receive a letter requesting the secondment of the expert. This letter contains the name, surname of the SNE, the name of the employer, the foreseen dates for the secondment and the duration of the secondment.
- the Medical Services (DG HR based in Ispra and Luxembourg),
- the Paymaster's Office (PMO.08),
- the Sysper2 Helpdesk,
- the JRC Welcome Desk based in Ispra (or equivalent service on the other sites).

4. Protection and safeguarding of information

The selection files are electronically stored on the servers located in the JRC Data Centre. These servers and associated data and operations comply with JRC security decisions and provisions (DPO-1946 on ICT Infrastructure at the JRC).

Paper documents are archived in physical files, which are stored in the archives of JRC.B2 and are only accessible to authorised staff dealing with SNEs.

5. Verification, modification, correction and deletion of personal data

In case there is a need for a data subject 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, corrected, 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

Data subjects can gain access to their assessment report/evaluation grid from the selection phase. Access though will neither be granted to the comparative data concerning other applicants (comparative results) nor to the individual opinions of the members of the selection panel if such access would undermine the rights of other applicants or the freedom of the selection panel members. Requests submitted by the data subjects 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

Selection files

Data pertaining to the selection procedure for SNEs are retained for 5 years in accordance with Commission SEC(2007)970 of 4 July 2007 (the Common Commission-level retention list for European Commission files).

Personal files for experts

For the selected experts, the personal data are retained for 8 years after the extinction of all the rights of the person concerned and of any dependants, but at least 120 years after the birth of the person concerned in accordance with Commission SEC(2007)970 of 4 July 2007. Sensitive data relating to a disability if declared can be transferred from the selection file to the personal file.

For non-selected experts

The personal data are retained for 2 years following the conclusion of the entry into service of the selected expert.

Personal data of the SNE in SIRE (Système d'Information des Ressources Externes) or in SYSPER2 (Information system for human resource management within the Commission) are stored according to the retention policy of SIRE and SYSPER2

7. Contact Information

For questions related 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