01 - Name of processing	**Personal data incl. competences and skills of candidate peer evaluators to participate in the peer evaluation of recognition bodies for the purpose of Regulation 402/2013**
02 - Reference	73
03 - Submission Date	13-12-17
04 - Last update	29-06-20
05a - Controller	GIGANTINO Anna
05b - Unit-Sector	Analysis and Monitoring Unit
05c - Controller's email	AOD.aam@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	NA
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	NA

| 09 - Purpose of processing | The processing of the data facilitates the selection of peer evaluators. The peer evaluation teams will be composed of candidate evaluators, who have been selected by the Peer Evaluation Committee in accordance with the documents mentioned above (policy, procedure, manual)
In brief; Recognition Bodies nominate candidate peer evaluators with the necessary basic competences and skills to the Peer Evaluation secretariat (at least during the pilot phase provided by the Agency)The Secretariat carries out a check against the criteria. Non-acceptance of candidate evaluators shall be justified.Training of the candidate evaluators and classification into the categories "Team Leader", "Deputy Team Leader", "Evaluator" and "Trainee".The Secretariat of the Peer Evaluation Committee is responsible for ensuring the relevant procedures are followed during this process;The Secretariat write to all candidate Evaluators to inform them of the classification.A list of selected candidate evaluators is produced and stored by the Secretariat. It is published on the EXTRANET working space dedicated for the peer evaluations.Peer Evaluation Teams are put together based on the classification (Team Leader, Deputy Team Leader, Evaluator, Trainee) according to the competences, experience, and the needs of the specific evaluation (e.g. language skills);
All nominations submitted by the Recognition Bodies will be valid until the Recognition Body revokes the nomination or the death of the nominated candidate evaluator. |
| 10a - Data Subjects | Data to identify and contact the candidate evaluator:family name, given name, nationality, business e-mail address, business telephone number.
Data relevant to demonstrate that the candidate evaluator fulfills the profile required: education, competence, training and experience in the areas relevant to the peer evaluations. |

10b - Personal data	Data to identify and contact the candidate evaluator:family name, given name, nationality, business e-mail address, business telephone number. Data relevant to demonstrate that the candidate evaluator fulfills the profile required: education, competence, training and experience in the areas relevant to the peer evaluations.
11 - Time limit for keeping the data	1. 1 year after the nomination of the candidate evaluator was revoked by the relevant Recognition Body 2. Until the finalisation of the last peer Evaluation the Evaluator was involved in.
12 - Recipients of the data	1. Secreatriat for the peer Evaluation programme 2. Peer Evaluation Committee
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	NA
14 - How is data stored? What are the security measures implemented?	IT Security Policy of the Agency. Application of Sharepoint access right system: access to this space on the extranet is restricted to Members of the Peer Evaluation Committee and to the Secretariat managing the process;
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	
15a - Data subject rights	Right to have access; Right to rectify; Right to erase ("right to be forgotten); Right to object
16 - Legal Basis	Regulation 402/2013;
17 - Lawfulness of processing	Theprocessing is necessary for the performance of the task to organise peer evaluations between the recognition bodies as provided for by Article 14.1 of Regulation 402/2013. In addition, with the nomination of the candidate evaluators, the Recognition bodies are requested to send a template on which the candidate evaluator has signed the agreement with the storage of the data.

18 - Data minimisation	In line with the requirements in the legal basis the data collected are sufficient to identify the expert and evaluate wheher they satisfy the criteria.
19 - Accuracy	The list is updated regularily.
20 - Access and other rights of persons whose data is processed	
21 - Special category data	NO
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	