

<b>01 - Name of processing</b>	<b>Processing of personal data in relation to the Declaration of interests submitted by candidates before being engaged by the Agency</b>
02 - Reference	79
03 - Submission Date	20-05-19
04 - Last update	18-05-20
05a - Controller	DOPPELBAUER Josef
05b - Unit-Sector	Executive Director
05c - Controller's email	josef.doppelbauer@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)	
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)	
09 - Purpose of processing	The information is needed in order to ensure:that candidates have no interests in any legal or natural organisation or company falling within the Agency's remit that could affect their independence and impartiality;full transparency and develop confidence in the Agency decision making process. The Agency screens each candidate's declaration of interests prior to engaging him/her. The Agency is also determining the allowed level of involvement in Agency's activities based on the nature of the declared interests.
10a - Data Subjects	The data subjects areall candidates from a specific reserved list of TA and CA.

#### 10b - Personal data

The types of data, including personal data that may be processed are as follows: Data to identify and contact the candidate[1]: surname, forename. Data relevant to the interests declared: Details regarding employment, consultancy, legal representation, membership of Management Board/Advisory Board, research funding, intellectual property rights, financial investments, public statements or positions, any other interests highlighted by the individual what cannot be included in a specific category related to any legal or natural organization or company falling within the Agency's[2] remit having taken place in the three years preceding the submission of the declaration (including dates, description of specific activities undertaken).

[1] The surname and forename of the closed family members do not need to be declared as well as the relationship.

[2] Including those belonging to 'close family members'

#### 11 - Time limit for keeping the data

The declaration of interests of candidates from the reserve list: 10 years from the date the data subject became aware of the result of selection procedure (i.e. from the date of publication in ERA webpage that the procedure was closed, or the date in which the applicant has received an information letter). Declaration of interests of non-recruited candidates are kept for 2 years following the expiry of the related reserve list.

12 - Recipients of the data

Ethics officer for the purpose of providing preliminary appraisal of compatibility of interests declared with general duties of the individual concerned;The future Reporting Officer (i.e. Head of Unit) of the staff member if engaged and the AACC (i.e. Executive Director) for the purpose of assess potential conflict of interest and the reason for assigning a staff member to the specific duty. Defined HR staff for the purpose of managing the personal files of the Staff members[1]; Defined IT staff for the purpose of providing technical service for the intranet workspace.

Other potential recipients: European Commission (Internal Audit Service) Court of Auditors European Court of Justice European Data Protection Supervisor OLAF  
The transmission will be restricted to the information necessary for the competent authority to carry out its task. All data recipients are reminded not to process the data received for any other purpose than the one for which they are transmitted to them.

All recipients of the data are reminded of their obligation not to use the data for any further purpose other than the ones for which they were collected.

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

No

14 - How is data stored? What are the security measures implemented?

Physical security (access to computer systems, quality of the file supports, public access or restricted access to locations, storage, transport of equipment, etc.)

Hard copies: The data are stored in locked cabinets in the Human Resources section premises, accessible only by the designated HR staff mentioned above.

Computer storage: specially dedicated sharepoint accessible only by teh recipients of the processing (restricted access codes).

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

a) Data subjects are informed about the Data Controller, data processing, its purpose, lawfulness as well as their rights through:  
-email when requested to fill the Declarations of interest, where the relevant "privacy statement" shall be attached.

b)The data subjects may address their requests in writing to the dedicated email address(ethics@era.europa.eu)provided in the"privacy statement".  
The data subjects have the right to update or rectify their personal data by sending a written request toethics@era.europa.eu.Identification and factual data may be rectified by submitting a new declaration of interest. The data subjects have also the right to access the assessment of the declaration by sending a written request to ethics@era.europa.eu.

15a - Data subject rights	Right to have access
16 - Legal Basis	MB Decision n°199; Staff Regulations and CEOS and implementing Rules;
17 - Lawfulness of processing	Staff Regulation and CEOS - mainly art.16 The above data processing operation is carried out in accordance with Art. 5.1 (a) of Regulation (EC) 2018/1725: Processing is necessary for the performance of a task carried out in the public interest.
18 - Data minimisation	The future reporting officer to which the candidate will be assigned to, the Ethics Officer and the Executiev Director need the data in order to assess potential conflict of interest between the personal interest declared by the individual and the Agency's interest
19 - Accuracy	Checks if the information/data follows the provisions of Annex 1 of the MB DEC 199 (ie . catefgory of interests declared), if it has been submitted by the required deadline, assess the content of the declaration etc)
20 - Access and other rights of persons whose data is processed	N/A
21 - Special category data	
22 - DPIA	Not applicable
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	