

PRIVACY NOTICE-EIGE's External Experts Database

Protection of Personal Data in relation to the procedure applicable to the use and selection of outside experts (ref. Article 237 of Regulation (EU, Euratom) 2018/1046)

Purpose of processing of personal data

EIGE collects personal data for call of the External Experts (CEI) to receive their expertise in order to fulfil its tasks as in Establishment Regulation of EIGE (EC) No 1922/2006.

Legal basis

- I. Establishment Regulation of EIGE (EC) No 1922/2006;
- II. Regulation (EU) 2018/1725;
- III. EIGE's Internal Work Programme.

Lawfulness of processing

Processing is necessary for the performance of a contract to which the data subject (External Expert) is a party or in order to take steps at the request of the data subject prior to entering into a contract for the performance of tasks carried out in the public interest on the basis of the Treaty Functioning the EU (TFEU) and the Establishment Regulation of EIGE (EC) No 1922/2006, as well as the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/ECT.

Data categories

The data of natural persons associated with the candidate/applicant entities, whose details are submitted in application form and related documents in view of participating in External Expert database of EIGE, and, if applicable, during the implementation of contract. The data are collected from the application or supporting documents submitted in the view of participating in the procedure as well as during the implementation of contract.

I. In particular:

- Contact details (name, date of birth, gender, nationality, function, contact details (company and department, postal address, country of residence, telephone number, e-mail address and internet address and signature);
- Certificates for social security contributions and taxes paid, if relevant;
- Bank account references (account number, name of the account holder, address of the bank, IBAN and BIC codes);
- Passport/ID number,
- Professional and education information: CV's – work experience/employment history, education, training and academic background, personal skills and competences (language, technical skills).
- Other personal data contained in the application (credentials).

Data Controller

EIGE is the legal entity responsible for the processing of your personal data and determines the objectives of this processing activity. The Data Controller is primarily the Head of

Operations Unit of EIGE who ensures the proper implementation of the processing operations.

Access and storage of the data

Access to your personal data is subject to strict security controls like encryption and access control. Personal data is processed by EIGE only. Representatives of The European Anti-Fraud Office, Internal Audit Service and the European Court of Auditors can be recipients of data upon request and limited to what is necessary for official investigations or for audit purposes. All recipients are on a "need to know" basis. EIGE does not intend to share data to Third Countries/International Organisations for direct marketing purposes; there are no third country transfers.

Recipients under different steps of procedure are:

- Under Selection process: Members of the Evaluation Committee, secretariat of the responsible Unit for the contracting of the External Experts;
- Contract preparation and management: Relevant Project Officer(s), Head and secretariat of the responsible Unit for the contract preparation and management, financial and legal verifiers, office of the Director;
- Financial identification form (bank account information and the address of the owner of the bank account) and Legal identify form (name, address, tel., email) are transferred to the European Commission in order to be included in the third party file of the ABAC system for electronic transactions by EIGE's staff dealing with finance.

Date when processing starts

Date of submission of application.

Retention policy

Files including personal data related to selection of Experts are to be retained in the service in charge of the procedure until the end of the period of validity of the relevant lists of Experts, and in the archives for a period of **5 years** following the end of the programme. Files related to unsuccessful candidates should be deleted at the end of the selection process, namely before the publication of the relevant list of successfully selected Experts.

The data subject has specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725:

Right to access data – data subjects have the right to access data at any time by sending an email request to CEI-External-Experts@eige.europa.eu.

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

Right to restrict – data subjects have the right to restrict the processing at any moment by sending an email request to CEI-External-Experts@eige.europa.eu ; and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing, and to be expressly offered the right to object free of charge to such disclosure or use.

Right to erasure – as long as the reply to the request for access to documents has not yet been issued, data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to CEI-External-Experts@eige.europa.eu .

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Processor of EIGE by contacting information at dpo@eige.europa.eu; CEI-External-Experts@eige.europa.eu.

Other rights – Where applicable, you also have the right to object to the processing or the right to data portability. You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5 (1)(a) on legitimate compelling grounds by sending an e-mail to dpo@eige.europa.eu.

Transfer – data subject has a right to ask to transfer personal data from one organisation to another only if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. You are not required to pay any charges for exercising your rights. We have within adequate time period to respond to you.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: edps@edps.europa.eu

Contact information:

Data Protection Officer of EIGE, e-mail dpo@eige.europa.eu

CEI administrator, e-mail CEI-External-Experts@eige.europa.eu