



European Research Council
Executive Agency

Established by the European Commission

RECORD OF PERSONAL DATA PROCESSING

Art. 31 of 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/EC (henceforth the "Data protection regulation")

Record n°

DPO 09 - 2019 (update 09, 2021)

In accordance with Article 31 of the data protection regulation, individuals whose personal data are processed by the Executive Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Executive Agency has to keep records of their processing operations.

This record covers two aspects:

1. Mandatory records under Art 31 of the data protection regulation (recommendation: make the header and part 1 publicly available)
2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out
- Record of a new data processing operation prior to its implementation
- Change of a data processing operation.
- Migration from notification to record

ERCEA Staff Committee Elections

ERCEA Staff Committee Elections		
1	Last update of this record if applicable	DPO 56-2013 Ares(2013)310136- 08/03/2013
2	Short description of the processing	To organise Staff Committee Elections, personal data are processed at the following stages of the election process, such as when: 1. The Election Committee is appointed by the General Staff Assembly and composed by up to 8 ERCEA staff members. The appointment of the Election Committee involves the processing of the names of the relevant members, their role in the Committee and their

position in the ERCEA. The composition of the Election Committee is communicated to all staff members by e-mail and published on the intranet.

2. The Election Committee organises the election process by publishing an election notice including the election process, the Rules governing the election of the Staff Committee (“the Rules”) and the composition of the Election Committee.
3. The Election Committee publishes one electoral roll of eligible candidates and one of qualified voters at the moment of launching the election procedure. These electoral rolls are sent to all ERCEA staff members and published on the intranet.

Information on the electoral rolls is exported from SYSPER and they contain: first name, last name and category (Contract/Temporary staff) of staff members that meet the conditions to stand for elections and to vote as laid down in the Rules.

The electoral roll of qualified voters is also sent by email to the responsible IT Officer in D.1 who will send to all voters an email with the personal link for voting electronically.

4. The Election Committee receives the candidacies of those staff members willing to stand for elections. These application forms are received via e-mail by the Election Committee. Application forms contain: personal data of the candidates for full membership and alternate membership, name, category (Temporary/Contract staff), ERCEA personnel number and signature. The names of the candidates and their category are used in the final candidates' list, and in the ballot papers.
5. Upon publication of approved candidacies, the candidates draft their posters. Candidates may also publish announcements and contact all staff via an email. Those announcements and posters may contain personal data submitted by the candidates. The Staff Committee is appointed: in that regard, the names and the category (Contract/Temporary staff) of the elected members are listed in the decision appointing the Staff Committee and are sent to all ERCEA staff members by e-mail and published on the intranet as well.

Part 1 - Article 31 Record

3	Function and contact details of the controller	Head of Human Resources Unit (ERCEA.D.2) ERC-STAFF-COMMITTEE-ELECTIONS@ec.europa.eu
4	Contact details of the Data Protection Officer (DPO)	ERC-DATA-PROTECTION@ec.europa.eu
5	Name and contact details of joint controller (where applicable)	N.A.

6	Name and contact details of processor (where applicable)	European Commission Directorate General Human Resources (DG HR) DG DIGIT DIGIT-SYSPER2-INTERNAL-SUPPORT@ec.europa.eu
7	Purpose of the processing	<p>The general purpose of processing data is to organise the Staff Committee elections which is a legal requirement pursuant to the applicable articles of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union as detailed in the Legal basis field and in the Data Protection Notice.</p> <p>In particular, the following purpose is envisaged from the data processing at the different stages of the election procedure:</p> <ol style="list-style-type: none"> 1. The purpose of the processing operation concerning the composition of the Election Committee is to constitute this committee and to inform the staff members about it in the interest of transparency. 2. The purpose of the compilation and publication of the electoral roll of eligible candidates is to identify those eligible staff members and to communicate to the staff members themselves their eligibility to stand for elections. 3. The purpose of the publication of the electoral roll of qualified voters is to inform the staff members of their entitlement to vote so that they can exercise this right and allow the Election Committee to organise the voting. 4. The purpose of processing data contained in the application forms is to allow the Election Committee to check all candidacies against the conditions required by the Rules and then publish the approved candidacies. 5. The purpose of processing data regarding the professional email addresses of the staff is for the staff to be informed: <ul style="list-style-type: none"> -by D2 for the election procedure -by D1 for their personal link for the e-voting -by the candidates for the staff committee for their election announcement (one email only). 6. The purpose of processing data concerning the composition of the Staff Committee is to appoint the members of this committee and inform the staff members about it.
8	Description of the categories of data subjects	<p>Whose personal data are being processed?</p> <p><input checked="" type="checkbox"/> EA staff (Contract and temporary staff in active employment)</p> <p><input type="checkbox"/> Visitors to the EA</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p>

		<input type="checkbox"/> Beneficiaries <input type="checkbox"/> External experts <input type="checkbox"/> Contractors <input type="checkbox"/> Other, please specify _____
<p>9</p>	<p>Description of personal data categories</p> <p>Indicate all the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p>	<p><i>Categories of personal data:</i></p> <p><input checked="" type="checkbox"/> in the form of personal identification numbers [ERCEA Personnel Numbers]</p> <p><input checked="" type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints [Photos of Staff Committee's candidates on posters and/or announcements]</p> <p><input type="checkbox"/> concerning the data subject's private sphere</p> <p><input type="checkbox"/> concerning pay, allowances and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts [Staff category (Contract/Temporary staff)]</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input type="checkbox"/> concerning the data subject's career</p> <p><input type="checkbox"/> concerning leave and absences</p> <p><input type="checkbox"/> concerning missions and journeys</p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input checked="" type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses)</p> <p><input type="checkbox"/> Other :please specify : _____</p> <p><i>Categories of personal data processing likely to present <u>specific risks</u>:</i></p> <p><input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures</p> <p><input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p><i>Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10 new Regulation):</i></p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p>

		<input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> concerning health <input checked="" type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person [Signatures of applicants on application forms only] <input type="checkbox"/> concerning sex life or sexual orientation
10	Retention time (time limit for keeping the personal data)	<p>The ERCEA applies by analogy the principles and the retention periods indicated in section 12.2.3, Annex 1 of the Common Commission-Level Retention List (SEC(2019)900)/2 which provides for a 10-year administrative retention period after the end of the election process.</p> <p>Exception is made with the electoral roll of those who meet the conditions to vote and to stand for elections available on the intranet, the ballots, and the application forms, which are kept until the end of the period established for challenging the elections.</p> <p>The results of the Staff Committee elections remain on the intranet page of the Agency dedicated to Staff Committee elections until the results of the next elections are published.</p> <p>Is any further processing for archiving purposes in the public interest, historical, statistical or scientific purposes envisaged? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>
11	Recipients of the data	<p>Data concerning the composition of the Election Committee, the election notice, the electoral roll of eligible candidates, the electoral roll of qualified voters, application forms, posters, announcements and data concerning the appointment of the Staff Committee are disclosed to ERCEA staff members and to other European Institutions having access to the ERCEA intranet.</p> <p>The list with the names of the voters are disclosed to the members of the Election Committee.</p> <p>The list with the professional email of the eligible to vote staff is disclosed to the IT Unit staff responsible for sending the individual links for the e-voting via the E-Survey and to the candidates of the staff elections for sending to all staff one email containing their election announcement.</p> <p>In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis to legislative or supervisory bodies of the ERCEA, as well as auditing bodies.</p>
12	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N.A.

13	General description of the technical and organisational security measures	<p>Include a general description of your technical and organisational security measures that you could also provide to the data subjects and general public.</p> <ul style="list-style-type: none"> - Paper files are stored in locked cupboards that are only accessible to staff organising the elections. - Votes are electronic, secret and anonymous. The electronic lists of the votes available in the E-Survey are retained in an electronic folder with limited access until the end of the period for challenging the elections. - The specific folder on the ERCEA shared drive is accessible only to D2 staff in charge of organising the elections. Access to the ERCEA server room is restricted to selected staff members and the Head of the IT Unit (D1) including the LSA team. - An Outlook functional mailbox is created and used solely for the elections organisation purposes. Members of the Election Committee and a limited number of staff members in the HR Unit have access to this functional mailbox. - Decisions are stored in ARES.
14	Information to data subjects/Data Protection Notice (DPN)	<p>A Data Protection Notice is available on the intranet page of the Agency dedicated to Staff Committee Elections:</p> <p>https://myintracomm.ec.europa.eu/dg/ercea/services/HumanResources/Staff-Committee-Elections/Pages/staff-elections-2021.aspx</p>