



**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 23-2021

*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*

<b>List of Staff Expertise</b>		
<b>1</b>	<b>Last update of this record if applicable</b>	Department B - List on Staff Expertise DPO 38-2012
<b>2</b>	<b>Short description of the processing</b>	The Agency needs to process personal data of the staff working in Department B in order to support the assignment of research officers and project advisers (Scientific Officers) by management to work on the coordination of a certain panel, the review and follow-up of projects and/or for communication activities. An excel table has been developed and is actively used which details the qualification of research officers, project advisers and seconded national experts.
<b>(This part may be public)</b> <b>Part 1 - Article 31 Record</b>		

3	<b>Function and contact details of the controller</b>	Function: Head of Department Unit : Department B ercea-list-b0@ec.europa.eu
4	<b>Contact details of the Data Protection Officer (DPO)</b>	erc.data.protection@ec.europa.eu
5	<b>Name and contact details of joint controller (where applicable)</b>	N/A
6	<b>Name and contact details of processor (where applicable)</b>	N/A
7	<b>Purpose of the processing</b>	<p>Department B developed and actively uses an excel table which details the qualifications of research officers, project advisors and seconded national experts. This table is not used for any evaluation of the staff, there is no impact on the career of the staff. The table is used to support the assignment of research officers and project advisers (Scientific Officers) by management to work on the coordination of a certain panel, the review and follow-up of projects and/or for communication activities. The table is managed by authorised staff of units B0 who dispose of with complete "read and write" access. They update the information based on the arrival or departure of staff, reorganisation of Department B, etc. They gather the data from all Department B staff via e-mail request. The Scientific Officers (SOs) are asked to fill in a template of the table. The data are then input into the original table by authorised staff of units B0 (the list of current access rights is available from unit D1). The Head of Department B decides on the access rights and make sure the list of people having access is kept updated. Data of staff that left Department B is deleted during the update. The table is available in simple "read" access to all the Department B staff</p> <p>The table contains the following fields:</p> <ul style="list-style-type: none"> <li>• Surname</li> <li>• First name</li> <li>• Function (research officer or project advisor)</li> <li>• Unit</li> <li>• Institution/Occupation prior to work in ERCEA &gt;</li> <li>Nationality</li> <li>• Main domain (Life sciences/Physical sciences and engineering/Social sciences and humanities)</li> <li>• Background studies</li> <li>• Expertise &amp; professional experience</li> <li>• Keywords related to their field of expertise</li> <li>• Preferred panels</li> </ul>

8	<p><b>Description of the categories of data subjects</b></p>	<p>Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries)</p> <p><input checked="" type="checkbox"/> EA staff (Contractual and temporary staff in active position) working in Department B as research officers or project advisors</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> <p><input type="checkbox"/> Beneficiaries</p> <p><input type="checkbox"/> External experts</p> <p><input type="checkbox"/> Contractors</p> <p><input checked="" type="checkbox"/> Other, please specify <u>Seconded National Experts assigned to Department B and working as research officers of project advisors</u></p>
9	<p><b>Description of personal data categories</b></p> <p>Indicate <b>all</b> 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 type="checkbox"/> in the form of personal identification numbers</p> <p><input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints</p> <p><input checked="" type="checkbox"/> concerning the data subject's private sphere</p> <p>Nationality</p> <p><input type="checkbox"/> concerning pay, allowances and bank accounts</p> <p><input checked="" type="checkbox"/> concerning recruitment and contracts</p> <p>Function, Unit of assignment</p> <p><input type="checkbox"/> concerning the data subject's family</p> <p><input checked="" type="checkbox"/> concerning the data subject's career</p> <p>Institution/occupation prior ERCEA, background studies, field of expertise</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><b>10 Retention time (time limit for keeping the personal data)</b></p>	<p><input type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses)</p> <p>Surname, first name</p> <p><input type="checkbox"/> Other :please specify :</p> <p><i>Categories of personal data processing likely to present specific risks:</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 prohibited, with exceptions (art. 10 new Regulation):</i></p> <p><input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/></p> <p>revealing political opinions <input type="checkbox"/></p> <p>revealing religious or philosophical beliefs <input type="checkbox"/></p> <p>revealing trade-union membership <input type="checkbox"/></p> <p>concerning health <input type="checkbox"/></p> <p>genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/></p> <p>concerning sex life or sexual orientation <input type="checkbox"/></p> <p><i>Specify any additional data or explanatory information on the data being processed, if any:</i></p> <p>The data retention period corresponds to the employment period of the staff member concerned in the Unit/Department B. Once a staff member included in the list leaves the team of Department B, either to leave the ERCEA or to move to another team, his/her data is deleted from the list.</p> <p>In case you intend to FURTHER process the personal data for a compatible purpose with the 'initial' one, please also indicate this retention period if different</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> <p>If yes, indicate the further retention time: ...</p> <hr/> <p>If the answer is yes, please go to Part 2 Compliance check, Storage and Security for technical safeguards.</p>
<p><b>11</b></p>	<p><b>Recipients of the data</b></p>	<p>The recipients of this data are all staff of the Scientific Department (Department B) of the ERCEA (as it might be of help for ensuring business continuity and dealing with unforeseen events/urgent requests), the Head of Department B, Heads of Units B1, B2, B3, B4 and B5 (and respective secretaries). As regards communication or promotional activities some data are shared with staff of Unit A1 and/or Unit A2. In principle, units A1 and A2 ask names, surnames, function and expertise of colleagues who might have the suitable background for an event such</p>

		<p>an international conference or a project seminar. They address themselves to a contact point in Department B that in his/her turn consults the list. If then a short "profile description" is necessary for the conference/seminar package, this is directly discussed by the organiser of the event with the concerned data subject. It can happen that units A1 and A2, with the consent of the concerned data subject, disclose to the organiser some personal data necessary for the organisation of the event.</p> <p>Who will have access to the data outside the Agency? Nobody Note: no need to mention entities that may have access in the course of a particular investigation/visit/ inspection (e.g. OLAF, EO, EDPS).</p>
12	<p><b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b></p>	NO
13	<p><b><u>General</u> description of the technical and organisational security measures</b></p>	<p>The file is kept electronically in the specific folders of the ERCEA shared drives (P:\10_MANAG_&amp;_ADM\MANAG\ALL\B0_ALL\LIST OF STAFF EXPERTISE). Access rights to this part of the shared drive are limited to selected Department B staff. Access rights are organised as described in Section 11 above.</p> <p>Access rights are granted by the ERCEA LSA team based on decisions by Department B management. The LSA team keeps a record of access granted..</p>
14	<p><b>Information to data subjects/Specific Data Protection Notice</b></p>	<p>Internal data protection training and guidelines provided and SPS are on the Agency's intranet. The DPN is attached to the email sent to the staff concerned.</p>