

Privacy Statement

PROTECTION OF YOUR PERSONAL DATA

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1. Context and Controller

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data.

The European institutions are committed to protecting and respecting your privacy. As the Commission service collects and further processes personal data, it is subject to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The objective of the permanent or *ad hoc* calls for experts is to invite scientists from the European Union and elsewhere to apply to become members of, or external experts in the working groups, of the Scientific Committee on Health, Environmental and Emerging Risks (hereinafter 'SCHEER') and/or Scientific Committee on Consumer Safety (hereinafter 'SCCS').

Processing operations are under the responsibility of the Head of Unit C2 – Country knowledge and Scientific Committees, of the Directorate-General for Health and Food Safety, acting as Controller.

2. What personal information do we collect and for what purpose? Which is the legal basis?

Processing is based on Article 168 of the Treaty on the Functioning of the European Union and on Commission Decision C(2015)5383 on establishing Scientific Committees in the field of public health, consumer safety and the environment.

Processing is lawful in accordance with Article 5(a) and (b) of Regulation (EC) No 45/2001, (Commission Decision C(2015)5383 on establishing Scientific Committees in the field of public health, consumer safety and the environment and Commission Decision establishing horizontal rules on the creation and operation of Commission expert groups C(2016)3301) since it is necessary for the performance of a task carried out in the public interest on the basis of the Treaties.

The processing and publication on the website of the Scientific Committees of selected candidates' personal data is necessary for the performance of a task carried out in the public interest, since it increases the transparency on Commission expert groups (article 5 (a) of Regulation (EC) N° 45/2001). Scientific Committees are also considered as Commission expert groups.

For the purposes of drawing up a list of candidates and for the management and administration of the selection of members or experts (including the provision of evidence of technical and professional capacity), the following personal data are collected and further processed under the responsibility of the Controller at the Commission:

2.1 Application form

The Application form collects data concerning:

- personal and contact information of applicants,
- current professional situation,
- education,
- professional and scientific experience, and
- as attachments to the Application form, a CV of the applicant and his/her List of publications.

An example of the Application form can be found here:

https://ec.europa.eu/health/sites/health/files/scientific_committees/docs/manif_1.03_prod.pdf

This information is necessary to select the most suitable candidates to fill the position of members or external experts of the Committees and its working groups and to ensure that they have the competence to support the Commission by providing independent and sound scientific advice.

2.2 Declaration of interests form

The Declaration of Interests form collects data concerning:

- employment, consultancy and legal representation,
- membership of managing body, scientific advisory body or equivalent structure,
- research support,
- financial interests,
- intellectual property,
- public statement and positions, and
- interests of immediate family members

As regards the Declarations of Interests filled in by scientists appointed in a personal capacity, the processing of their personal data serves the public interest of enabling the Commission to verify their independence in providing advice to the Commission. Furthermore, the public disclosure of Declarations of Interests allows for public scrutiny of the interests declared by the scientists appointed in a personal capacity, which is necessary in order to ensure public confidence in the independence of these scientists. The public disclosure of Declarations of Interests also ensures a high degree of transparency with respect to the membership of expert groups and aims at contributing to fostering the integrity of the scientists in question.

2.3 Other documents included in the application

Applicants may be requested to provide supporting documents, like their CV and List of Publications. The CV of selected candidates is published on the website of the Scientific Committees.

3. Through which technical means are personal data processed

Your personal data is provided by submission of your expression of interest by using the Application form. The information is collected in files stored in an isolated secure system (database) called Manif, available only to Commission colleagues working in the Secretariat of the Scientific Committees and accessible only with a password.

4. Who has access to your personal data and to whom is it disclosed

Access to your personal data is given to staff members in the Controller's unit responsible for managing the system used to collect the applications (database) and the Commission services, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law (European Court of Auditors, the Internal Audit Service, OLAF, the European Ombudsman and the European Data Protection Supervisor). In case of Call for external experts, to the members of the Scientific Committees are consulted during the selection process (Rules of Procedure, point 95). They are bound to respect confidentiality by signing a Declaration of Confidentiality at the beginning of their mandate.

The personal data listed in the CV, Declaration of Interests, Declaration of Confidentiality, Declaration of Commitment, Declaration of Acceptance and a photograph of the members and external experts of the Committee will be published on the Scientific Committees website to ensure transparency.

Some of your personal data (listed in the Notification DPO-2194.8 Register of Expert Groups and Other Similar Entities, see in the DPO Public Register: <http://ec.europa.eu/dpo-register/details.htm?id=41507>) will be made publicly available in the Register of Expert Groups and Other Similar Entities (<http://ec.europa.eu/transparency/regexpert>) for as long as the membership upholds and/or until removal from the public site is requested.

5. How do we protect and safeguard your information?

The collected personal data in electronic format and all information related to the above mentioned activities are stored on the European Commission servers, the operations of which abide by the Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

Appropriate measures are in place in accordance with Articles 22 and 23 of Regulation (EC) No 45/2001, in particular to protect the data provided by the applicants against possible misuse by internal or external persons.

6. How can you verify, modify or delete your information?

In case you want to have access to your personal data or to have them rectified, blocked or erased, or in case you want to object to the processing of your personal data based on compelling legitimate grounds regarding your specific situation, in the cases referred to under Articles 13, 14, 15, 16 and 18 of Regulation (EC) No 45/2001, you should contact the responsible Controller by using the "Contact information" provided under Section 8 below and by explicitly stating your request. Legitimate requests will be replied by the Controller within 15 working days as from receipt of the request. Any correction of your personal data will be taken into consideration from the data protection point of view.

7. How long do we keep your personal data?

The Data Controller only keeps the data for the time necessary to fulfil the purpose of collection or further processing.

Files relating to the selection of experts, including personal data, are to be retained by the service in charge of the procedure until the expected end of the term of the working group or Committee, and in the archives for a period of 5 years following the end of that term.

Declarations of Interests of individuals appointed as members or external experts in a personal capacity of the Committees and its working groups are published on the Register of Expert Groups as long as they are members.

When a group is closed down, it remains published in the Register of Expert Groups for five years, with the indication 'Closed'. During such time, personal information other than the above-mentioned Declarations of Interests is visible on the Register. If you do not wish to have your name published on the Register of Expert Groups, you may submit a request to the relevant Commission department for derogation from publication. Derogation shall be granted where justified on compelling legitimate grounds in relation to your specific situation, in particular where disclosure of the experts' name could endanger your security or integrity.

8. Contact information

If you have comments or questions regarding the collection and use of your personal data, please feel free to contact the secretariat of the competent Commission department, using the following contact information:

DG SANTE Unit C2 "Country knowledge and Scientific committees"
European Commission
Health and Food Safety Directorate-General
SANTE-C2-SCIENTIFIC-COMMITTEES@ec.europa.eu

9. Recourse

Complaints against any data processing act executed under the Commission's responsibility can be addressed to the European Data Protection Supervisor at the following address:

European Data Protection Supervisor (EDPS)
Rue Wiertz 60
B-1047 Brussels
Belgium
Phone: +32 2 283 19 00
Fax: +32 2 283 19 50
edps@edps.europa.eu
<http://www.edps.europa.eu>

10. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>.

This specific processing has been notified to the DPO with the following reference: DPO-3432 ("DG SANTE Procurement procedures, grant procedures, contract execution, grant implementation and calls for expressions of interest for the selection of experts").