



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Call for expressions of interest for the position of members of the Management Board of the European Medicines Agency as representatives of patients' organisations, doctors' organisations and veterinarians' organisations (EMA/24/MB)

Data Controller: Unit R.3 "Finance, budget and controls" of the European Commission's Directorate-General for Health and Food Safety

Record reference: DPR-EC-00512

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation for the Call for expressions of interest for the position of members of the Management Board of the European Medicines Agency (EMA) as representatives of patients' organisations, doctors' organisations and veterinarians' organisations (EMA/24/MB) undertaken by Unit R.3 "Finance, budget and controls" of the European Commission's Directorate-General for Health and Food Safety is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: Unit R.3 "Finance, budget and controls" collects and uses your personal information to process the application transmitted for appointment of members of the Management Board of the European Medicines Agency as representatives of patients' organisations, doctors' organisations and veterinarians' organisations. These members shall be appointed by the Council in consultation with the European Parliament on the basis of a list drawn up by the Commission following a public call for expression of interest and in line with the procedure set out in Article 65 of [Regulation 726/2004](#).

a. Application form

The application form mainly collects identification data and contact information of applicants in the Call, together with data on the applicants' language knowledge, current employer, qualifications and professional experience.

This information is necessary to select the most suitable candidates to fill the position of members of the the Management Board of the European Medicines Agency as representatives of patients' organisations, doctors' organisations and veterinarians' organisations and to ensure that they have the competence and collective expertise needed to guide EMA on matters relating to the fulfilment of its mission.

Your contact details will also be used by the Commission for the purposes of contacting you to inform you of the outcome of the selection procedure and if appropriate, for consulting the European Parliament. If you are appointed as a member, your contact details will be sent to EMA.

It is recommended to include in your application, including in your CV, only personal data that is necessary to your application, in accordance with the principle of data minimisation. It is also recommended not to include sensitive personal data (such as, but not limited to, health data) in your application, unless necessary for the purposes of this selection procedure.

b. Declaration of interests form

The declaration of interests form collects data concerning the applicant's professional career (participation in scientific bodies, etc.), private interests (ownership or other investments, membership or affiliation, etc.) and interests of close family members.

In case you provide personal data of your close family members, please note that you should inform them that the Commission will process their data as covered in this privacy statement.

This data needs to be collected to safeguard the independence of EMA, in line with the aim of Article 63(2) of Regulation (EC) No 726/2004 and following amendments according to which members of EMA committees are to act in the public interest and in an independent manner.

In the context of the evaluation of candidates' applications prior to the adoption of the Commission's list, declaration of interest forms, and other application documents are submitted to EMA for screening purposes.

c. Other documents included in the application

The application must include recommendation letter from the association that the applicant wishes to represent, a Curriculum Vitae and a Declaration of Interest Form. Applicants may be requested to provide supporting documents at a later stage.

d. Evaluation data

Evaluation grids and other data relating to applicants are generated as a result of the assessment activities carried out by the selection committees with regard to the matching of applications against the evaluation criteria set out in the Call.

Your personal data will *not* be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

(b) processing is necessary for compliance with a legal obligation to which the controller is subject;

Processing is lawful in accordance with Article 5(1)(a) and (b) of Regulation (EU) 2018/1725, since it is necessary for the performance of a task carried out in the public interest and for compliance with a legal obligation to which the Controller is subject under Article 61a (1)(c) and (d) of Regulation (EC) No 726/2004.

4. Which personal data do we collect and further process?

For the purposes of appointing members and consulting the European Parliament, the following personal data are processed under the responsibility of the Controller at the Commission:

- Name and surname;
- Function;
- Contact details (e-mail address, telephone number, mobile telephone number, postal address, company and department, country of residence);
- Date of birth, gender and nationality;
- Information for the evaluation of selection criteria or eligibility criteria: expertise, technical skills and languages, educational background, professional experience, including details on current and past employment, financial interests;
- Family member interests;
- Other types of data specific to the processing operation. The provision of personal data is mandatory to meet the minimum requirements of the call for expression of interest. If you do not provide your personal data, the evaluation cannot be carried out.

5. How long do we keep your personal data?

Unit R.3 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 3 years following completion of the selection procedure. However, if you are among the candidates who have been appointed as members of the Management Board of the European Medicines Agency as representatives of patients' organisations, doctors' organisations and veterinarians' organisations, your data will be kept for a period corresponding to the entire duration of your mandate, if longer than the abovementioned period of 3 years.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons on a legitimate need to know basis for the purposes of this processing operation.

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

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

In addition, access will be provided to staff members of Directorate General for Translations involved in the translation of documents when needed, members of the selection committees, Members of the Commission adopting the final decision on the list to be adopted.

The applications are submitted to the European Medicines Agency for screening purposes of the potential competing interests.

Applicants are also informed that the names of appointed members will be published on the webpage of the Directorate-General for Health and Food Safety for transparency reasons.

If you wish to object to such publication of your personal data on the grounds that it would harm your compelling and legitimate interests, you should contact the controller by using the "Contact Information" provided under Section 9 below and by explicitly stating your request.

No personal data is transmitted to parties which are outside the recipients and the legal framework mentioned. This is without prejudice to the possible transmission of data to the bodies in charge of a monitoring or inspection task in conformity with EU law, including the European Court of Auditors, the Internal Audit Service, OLAF, EPPO, the European Ombudsman and the European Data Protection Supervisor.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and 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 grounds relating to your particular situation.

You can exercise your rights by contacting the Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Applicants may request access to their evaluation results once the decision on appointment for this position has been taken. However, where necessary to protect the confidentiality and independence of the deliberations of the selection committee(s), and the rights and freedoms of other persons in accordance with Article 81(1)(e) of Regulation (EU) 2018/1725, access may be denied to (1) the comparative data concerning other applicants; (2) the individual opinions of the evaluators involved in the selection procedure.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, by using the following contact information and by explicitly stating your request and by referring in the subject to the reference number **(EMA/24/MB)**:

Directorate-General for Health and Food Safety
Unit R3 "Finances, budget and controls"

European Commission
B -1049 Brussels
Belgium
SANTE-CALL-AGENCIES@ec.europa.eu

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: [DPR-EC-00512](#)