

Data protection notice on EIGE's External Experts Database

Last updated: 27 May 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE 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).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, dpo@eige.europa.eu

CEI Administrator, cei-external-experts@eige.europa.eu

Purpose of processing

Personal data will be collected and further processed to select and use remunerated external experts in order to obtain their expertise, in line with mandate assigned to EIGE in its Founding Regulation¹ as well as with EIGE's Internal Work Programme.

No decision is taken by EIGE without human intervention.

Legal basis of processing

The selection of external experts is done in compliance with Regulation (EU, Euratom) 2024/2509², namely its Article 242.

Processing of personal data is necessary to conclude a contract with the selected experts. It is, as such, justified under Article 5(1)(c) of the Regulation (EU) 2018/1725.

¹ [Regulation \(EC\) No 1922/2006 of the European Parliament and of the Council of 20 December 2006 on establishing a European Institute for Gender Equality; OJ L 403, 30.12.2006, p. 9–17.](#)

² [Regulation \(EU, Euratom\) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union; OJ L, 2024/2509, 26.9.2024.](#)



An EU Agency

Types of personal data collected

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. The following data will be processed:

- 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); and
- Other personal data contained in the application (credentials).

Individuals who have access to the data

Access to the personal data will be given to the following recipients:

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

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.

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

Retention policy

Files including personal data related to successful candidates are to be retained in the database until the end of the maximum 5 year period of validity of the relevant list of Experts, and in the archives for a period of 5 years following the end of the relevant list of Experts (i.e., for a total of 10 years).

Files related to unsuccessful candidates shall be deleted at the end of validity of the relevant list of Experts. Depending on the time of application, the longest this information can be kept is no more than 5 years.

Files related to awarded and countersigned expert contract are to be retained for 10 years following the conclusion of contract. The files are kept for as long as the contract is in force and the retention period applies from the date when the file is closed.

Security of your personal data

Access to your personal data is subject to strict security controls, including encryption, role-based access restrictions, and secure storage. Personal data is processed solely by EIGE staff involved in the relevant procedures. The submission of applications is automated and securely transmitted via our website, which is hosted on EIGE-managed servers. The review and evaluation of applications are carried out exclusively by the authorised procurement team. Troubleshooting or technical support related to the application system may be performed by a contracted service provider responsible for website maintenance, under strict confidentiality and data protection obligations. All processing activities are conducted in compliance with the applicable data protection rules and are monitored to ensure ongoing security and integrity.

Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact the CEI Administrator at cei-external-experts@eige.europa.eu whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

Other rights

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.