

## **PRIVACY NOTICE/EXTERNAL EXPERTS DATABASE**

### **Protection of Personal Data in relation to the procedure applicable to the use and selection of outside experts Art.204 of the Financial Regulation (FR) and 287 of the Rules of Application (RAP)**

#### **Identity of controller:**

The Head of Administration Unit responsible for the contracting External Experts, the management of the subsequent Experts' contracts and the relevant database: data to be found in Experts' database and /or contracts.

#### **Purpose of processing:**

Hiring of External Experts and contract management operations are needed so EIGE could employ External Experts, in order to fulfil its tasks as in Establishment Regulation of EIGE (EC) No 1922/2006.

**Data Concerned:** The data of natural persons associated with the candidate/applicant entities, whose details are submitted in application form and related documents in view of participating in External Expert database of EIGE, and, if applicable, during the implementation of contract. The 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.

**Categories of data:** The following data categories may be processed within external experts procedure and during implementation of contract:

- Name, date of birth, gender, nationality, function, contact details (company and department, postal address, country of residence, business telephone number, mobile telephone number, e-mail address and internet address) and signature;
- Certificates for social security contributions and taxes paid;
- Bank account references (account number, name of the account holder, address of the bank, IBAN and BIC codes);
- Passport/ID number; VAT number; membership in a trade or professional organisation;
- Professional and education information: CV's – work experience/employment history, education, training and academic background, personal skills and competences (language, technical skills).
- Other personal data contained in the application (credentials).

#### **Legal basis:**

- (a) Establishment REGULATION of EIGE (EC) No 1922/2006;
- (b) Article 5(a), (b), (c), (d) of Regulation 45/2001;
- (c) Title V of EIGE's Financial Rules;
- (d) Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union, as amended;

(e) Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, as amended.

(f) Documentation of procedure EIGE/2015/ADM/33

**Recipients of the data processed:**

Selection process: Members of the Evaluation Committee, secretariat of the responsible Unit for the contracting of the External Experts.

Contract preparation and management: Relevant Project Officer(s), Head and secretariat of the responsible Unit for the contract preparation and management, financial and legal verifiers, office of the Director;

Financial identification form (bank account information and the address of the owner of the bank account) and Legal identify form (name, address, tel., email) are transferred to the European Commission in order to be included in the third party file of the ABAC system for electronic transactions.

**Lawfulness of processing:**

Processing is necessary for the performance of a contract to which the data subject (External Expert) is a party or in order to take steps at the request of the data subject prior to entering into a contract for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in particular the Establishment Regulation of EIGE (EC) No 1922/2006, as well as art. 5(c) of the Regulation (EC) N° 45/2001 of the European Parliament and 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 data subject's rights:**

Data subjects have the right to access, to update, correct, to rectify, to block, to erase, to object their data and to update any information on their application as long as it is valid. Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor (EDPS): <http://www.edps.europa.eu>

**Date when processing starts:**

Date of submission.

**Conservation periods:**

Files including personal data related to selection of Experts are to be retained in the service in charge of the procedure until the end of the period of validity of the relevant lists of Experts, and in the archives for a period of **5 years** following the end of the programme. Files related to unsuccessful candidates should be deleted at the end of the selection process, namely before the publication of the relevant list of successfully selected Experts.

**Contact information:**

Head of Administration Unit

European Institute for Gender Equality (EIGE)  
Gedimino 16  
LT-01103 Vilnius, Lithuania  
Tel +370 52157405 (office)