

**Record of processing activities  
regarding the selection of the Governing Boards members**

Nr	Item	Description
1	Reference number	DPO-16
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The <b>data controller</b> is the EIT Director</p> <p>Contact e-mail: <a href="mailto:EIT-Applications-GB@eit.europa.eu">EIT-Applications-GB@eit.europa.eu</a></p> <p>Contact e-mail of the <b>Data Protection Officer</b>: <a href="mailto:EIT-DPO@eit.europa.eu">EIT-DPO@eit.europa.eu</a></p>
3	Purposes of the processing	The purpose of the processing of personal data is to manage the selection procedure for the appointment of new members of the Governing Board.
4	Categories of data subjects	<p>The data subjects are candidates who apply to the call for expressions of interest.</p> <p>Contact persons who submit an application on behalf of an applicant may also be data subjects.</p>
5	Categories of the personal data processed	<p>The EIT will collect personal data included in the application forms and the CVs of the data subjects, including name, contact details, gender, place and date of birth, nationality, educational and professional background, relations to the KICs, and information regarding the exclusion criteria (including about criminal convictions). The CV of the applicant may include a photo of the data subject.</p> <p>Personal data may also include the name and contact details of the contact person who submits the application to the EIT.</p>

		<p>Special categories of data (see Article 10 of the Data Protection Regulation of EU Institutions) are not requested from the data subjects. Nevertheless, submitted applications may accidentally include such data.</p>
6	<p><b>Categories of data recipients</b></p>	<p><b>Within the EIT</b></p> <p>The information submitted will be</p> <ul style="list-style-type: none"> <li>• processed by a support team within the EIT (e.g. Head of Director’s Office, Legal Officer(s), assistants), led by the Director of the EIT;</li> <li>• subsequently transferred to and accessed by the members of the Steering Committee, responsible for the selection procedure; and</li> <li>• the Board, responsible for submitting to the Commission a proposal for appointment of the new members.</li> </ul> <p><b>Within the Commission and other EU institutions and bodies</b></p> <p>Applications will be processed by the responsible staff of the Commission. Additionally, in the case of an audit, complaint or appeal, the personal data may be processed by the Internal Audit Service of the Commission or any external audit service commissioned by the Commission for this purpose, the Court of Auditors, OLAF, the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice.</p> <p><b>By third parties subject to the GDPR<sup>1</sup></b></p> <p>As much as necessary to ensure IT support for the selection procedure, the personal data may be processed by the IT service provider of the EIT (processor). Additionally, information concerning the selection procedure may be disclosed to external lawyers (advocates) for</p>

<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

		<p>specific and limited purposes only (e.g. litigation).</p> <p>In both cases, a written contract (following the models of the Commission including a specific article on data protection) shall be signed between the EIT and the contractor in order to ensure that Article 29 of the Data Protection Regulation for EU Institutions is respected by the data processor.</p> <p><b>Third parties not subject to the GDPR</b></p> <p>Exceptionally, if the IT service provider or the external lawyers contracted by the EIT are established in a country where the GDPR is not applicable, the EIT will consider the transfer of the data strictly in accordance with Articles 46-51 of the Data Protection Regulation of EU Institutions.</p>
7	<b>Time limit storage</b>	<p>Data will be kept in electronic or paper form, on the shared drive and in the local database for a maximum of <b>5 years</b> following the date on which the appointed members of the EIT Governing Board take up their duties. The data may be kept for a longer period only as necessary for audit or litigation purposes.</p> <p>Personal data relating to criminal convictions in the application form shall be deleted at latest within <b>2 years</b> from the date of the appointment decision by the European Commission.</p>
8	<b>If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)</b>	No

9	General description of the technical and organisational security measures	<p><b>Organisational measures:</b> access to personal data is restricted to EIT staff mentioned in data recipients above.</p> <p><b>Technical measures:</b> hardcopy files are kept in the locked cupboards. Electronic data is stored on EIT network drive and is only accessible to the staff mentioned in the previous paragraph.</p>
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Please consult the Data Protection page on the EIT's website:</p> <p><a href="https://eit.europa.eu/who-we-are/legal-framework/data-protection">https://eit.europa.eu/who-we-are/legal-framework/data-protection</a></p>

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement