



## Record<sup>1</sup> of processing activities regarding the selection of new Governing Board Members

| Nr | Item  | Description   |
|----|---|---|
| 1  | Reference number  | DPO-16  |
| 2  | Name of the data controller, the data protection officer and processor <sup>2</sup> , if applicable and contact details | <p>The <b>data controller</b> is the European Institute for Innovation and Technology, as represented by the EIT Director.</p> <p>Contact e-mail: <a href="mailto:eit-director@eit.europa.eu">eit-director@eit.europa.eu</a></p> <p>Contact e-mail of the Data Protection Officer: <a href="mailto:EIT-DPO@eit.europa.eu">EIT-DPO@eit.europa.eu</a></p> |
| 3  | Purposes of the processing  | <p>The purpose of the processing of personal data is to manage the selection procedure for the appointment of new members of the EIT Governing Board.</p> <p>A webform on the EIT website operates as an application form which requires registration:</p>  |

<sup>1</sup> In line with article 31 of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39–98)

<sup>2</sup> For further information, please see “categories of data recipients”



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|   |  | <ul style="list-style-type: none"> <li>- Given that the application materials can be saved and edited before submission, personal data processing will already take place at this stage, but the data forwarded to the EIT responsible staff only upon submission.</li> <li>- The main features after submission are that the application is saved in the content management system and that content managers (responsible staff of the EIT and of the processor) are able to see the application and export it in excel format.</li> </ul> <p>Data processing on the conflict of interests declarations of members of the EIT Governing Board and the European Commission Observer are laid down in a separate privacy statement.</p> |
| 4 | <b>Categories of data subjects</b>               | The data subjects are candidates who apply to the call for expressions of interest and those who register on the EIT's website associated webform operated for this purpose.   |
| 5 | <b>Categories of the personal data processed</b> | <p>Before submitting application, it is necessary to create an account on the EIT website with a username and a password.</p> <p>Personal data included in the application form and the CVs of the data subjects, including name, contact details, gender, place and date of birth, nationality, phone number, educational and professional background, relations to the KICs, personal information related to the motivation of the applicant, short biography and information regarding the exclusion criteria (e.g. including about criminal convictions and/or</p>   |



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|   |                               | <p>professional misconduct)<sup>3</sup> are processed. The CV of the applicant may include a photo of the data subject.</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. However, EIT suggests that data subjects should not submit such data.</p>   |
| 6 | Categories of data recipients | <p><b>Within the EIT</b></p> <p>The information submitted will be processed by the EIT website administrator<sup>4</sup>, the Director of the EIT and a support team within the EIT (can be the Head of Director’s Office, Chief Operation Officer, Legal Officer(s), assistants), led or assigned by the Director of the EIT;</p> <p>subsequently transferred to and accessed by the members of the Steering Committee (three members of the Governing Board and a Commission observer), responsible for the selection procedure; and</p> <p>the EIT Governing Board, responsible for submitting to the Commission a proposal for appointment of the new members.</p> |

<sup>3</sup> These questions do not cover all details.

<sup>4</sup> The EIT website administrator is able to export all submitted forms to excel and to export all/selected submitted forms individually and/or aggregated in pdf.



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|  | <p><b>Within the Commission and other EU institutions and bodies</b></p> <p>As a member of the Steering Committee, the observer of the Commission has access to personal data of the data subjects. Applications will be processed by the responsible staff of the Commission.</p> <p>Additionally, in 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>5</sup> and third parties not subject to the GDPR</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).</p> <p>The EIT has concluded a service contract with a service provider, Eworx SA, acting as processor. The servers of Eworx SA are located within the European Union. Eworx SA built the associated webform on the EIT's website which is necessary to submit and</p> |
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<sup>5</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), *OJ L 119, 4.5.2016, p. 1–88*



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|  |  | <p>receive applications. It is integrated in the EIT's website. The contract includes provisions on data protection.</p> <p>Cookie policy is not applicable for filling out the associated webform. It means that it is not mandatory to consent to the cookie policy to fill out the form of application.</p> <p>However, in case data subject would like to give his/her consent, the cookie policy is available at: <a href="https://eit.europa.eu/cookies">https://eit.europa.eu/cookies</a>.</p> <p>Additionally, information concerning the selection procedure may be disclosed to external lawyers (advocates) for specific and limited purposes only (e.g. litigation).</p> <p>Before disclosing personal data to the external lawyers, IT service providers or other service providers, a written contract shall be signed between the EIT and the contractor(s) in order to ensure that Article 29 of the Regulation 2018/1725 is respected by the data processor.</p> <p>After the EIT publishes the name and the short bio provided in Section 3 (d) of the application form of the newly appointed members of the EIT Governing Board, these categories of their personal data will be accessible to the public.</p> |
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| 7 | <b>Time limit storage</b> | <p>Data will be kept in electronic and paper form for a maximum of <b>five years</b> following the date on which the term of office the appointed members of the EIT Governing Board expires or for any other reason ceases. The data may be kept for a longer period only as necessary for audit or litigation purposes. Data published on the EIT website in line with the provisions of this privacy statement may remain published for a longer period but for a different purpose governed by a separate data protection document.</p> <p>In case the Commission establishes a list of substitute Governing Board Members, their data will be kept for a maximum of <b>five years</b> from the date when the term of office of the EIT Governing Board member expires unless the Commission establishes a different retention period. In case the substitute member becomes a member of the Governing Board, the retention period for the latter shall apply.</p> <p>Personal data relating to unsuccessful candidates will be kept for a maximum of <b>two years</b> following the data on which they are informed on the outcome of the selection procedure.</p> <p>The personal data of those who will not submit the application should be deleted <b>immediately</b> after the expiry of the time limit for appeal.</p> <p>If personal data are deleted before the submission of the application the processing of personal data will not continue except the personal data used in order to register<sup>6</sup>.</p> |
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<sup>6</sup> Login name, email.



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|   |   | <p>If the data subject deletes his/her registration before submission of the application, all personal data shall be deleted.</p> <p>Personal data relating to criminal convictions in the application form shall be deleted at latest within <b>two years</b> from the date of the appointment decision by the European Commission.</p>  |
| 8 | 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) | NA  |
| 9 | General description of the technical and organisational security measures   | <p>The applications are submitted via the associated webform specified above (available here) and all the data are saved and stored on the server hosting the EIT's website. Access to the server is limited to designated staff of the processor and of the EIT. Additionally, it is ensured that pages containing personal data are not indexed by Google, therefore cannot be found by the general public.</p> <p>Information will be stored in a local database on a central server of Eworx SA, with individualised access rights. Entitlement to access the information is distributed on a 'need-to-know' basis and access rights are only updated if changes in the EIT support team so require it.</p> |



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|    |   | The information submitted will be stored in secure offices within the EIT premises until its destruction.                                       |
| 10 | For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement: | <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> |

Signature of the data controller (Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement