

01 - Name of processing	Staff Committee Elections
02 - Reference	62
03 - Submission Date	08-06-15
04 - Last update	09-09-21
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	The purpose of the collection, storage and processing of the data of statutory staff members of the ERA is to organize the ERA Staff Committee Elections and to process its outcome in line with the AB DECISION n°104 on the setting up of a Staff Committee at the ERA and its accompanying guidelines.

10a - Data Subjects

(1) the electors: the electoral roll is published so each person concerned can check that his or her name is correctly on the electoral roll and, if necessary, can ask for amendments/corrections to be made.

(2) the candidates: the surnames and first names + type of staff member (TA/CA) of the candidates are published in order to make the electors aware of who is putting forward their candidacy.

(3) the votes awarded to the candidates: a list of votes is compiled and recorded in order of votes received per candidate. Because of the principle of anonymity, once voters have confirmed their vote, they cannot alter it or revote again. The outcome of the votes is published in order to establish who will be a member of the ERA Staff Committee, who will act as alternate, who will be the ERA Staff Committee Chairperson & Vice Chairperson.

Information on their age and length of service is only required in the event of a tie.

(4) the election committee: the names and surnames of the 3 members and 1 alternate are published in order to inform the staff who is member of the election committee and –therefore- who de facto excluded from standing for elections.

10b - Personal data

Name of statutory staff member, role of the staff member (candidate or member of the electoral committee), for candidates: Function Group and Grade.

11 - Time limit for keeping the data

Once the elections are over, a copy of the electoral roll and the list of votes cast are stored in a secured designated area assigned to the electoral committee until the end of the time-limit (i.e. 3 working days after publication of the results) for contesting the election result or until any challenge has been dealt with (within 15 working days of the contestation), after which they will be destroyed.

12 - Recipients of the data	The data are accessible to all statutory staff and by any of the supervisory instances of the ERA (i.e. European Court of Auditors, Internal Audit Service, EDPS, etc.).
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
14 - How is data stored? What are the security measures implemented?	
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	<p>Once in duty, staff members are informed by the ERA DPO during one of the induction sessions about allowed access to their personal data in order to check/verify/consult its contents or to take copies of documents. It is also explained that any amendment/alteration/modification/correction/deletion to the personal data file must be -duly justified- introduced by the staff (via the Data Controller for corrections and deletions) and executed by the designated actors in the HR sector.</p> <p>Regulation (EC) 45/2001 safeguards the right to access data and to require the Controller to rectify without delay any inaccurate or incomplete personal data. A staff member also has the right to require the Controller to erase data if the processing is unlawful.</p>
15a - Data subject rights	Right to have access
16 - Legal Basis	Staff Regulations and CEOS and implementing Rules;
17 - Lawfulness of processing	Article 5 b) of Regulation (EU) 2018/1725The processing of the data is necessary in order to run the election for the SC within the provisions of the legal framework pertaining to the elections of the SC.
18 - Data minimisation	The data are needed to check the eligibility of the candidates standing for elections and for making their candidacy public.
19 - Accuracy	The data of the candidates standing for elections is derived from HR databases.

20 - Threshold assessment NA

21 - Special category data NA

22 - DPIA NA

23 - Link to the Threshold assessment-Risks

24 - Other related documents