

01 - Name of processing	Appointment of representatives nominated by the Representative Bodies to ERA Working Parties (WPs)
02 - Reference	46
03 - Submission Date	16-07-12
04 - Last update	24-06-20
05a - Controller	GUIDO Pio
05b - Unit-Sector	Railway Systems Department
05c - Controller's email	AOD.rsy@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)	
09 - Purpose of processing	The processing aims at appointing experts to assist the work of the Working Parties / Task Forces / Groups of the European Railway Agency, and it feeds into the process to enable the experts claiming the reimbursement of thier expenses after attending the meetings in accordance with the rules and scale ddefined by the relevant MB Decision.
10a - Data Subjects	Professionals, experts in the field of activities of each respective Working Party

10b - Personal data	<p>The aforementioned processing operations are implemented in relation to the following categories of data subjects:</p> <ul style="list-style-type: none"> a) Data to identify and contact the experts: family name, given name, e-mail address; b) Data relevant to demonstrate, in the framework of the appointment procedure, that the experts fulfill the competencies requested in the Terms of Reference: rating number, member or deputy, competencies (yes/no form), level of English skills, Company Name, c) Additional Data when representatives are finally appointed: upon request, to allow processing of claims to reimburse travel and subsistence costs: ID/passport number and bank account details for reimbursement of expenses and payment of allowances.
11 - Time limit for keeping the data	<p>Personal data collected and, further, processed, for the above-mentioned purposes shall be kept until one year after the end of the activities of the Working Party (WP) concerned.</p> <p>Data collected in the processing of the reimbursement of expenses is kept as required by the applicable financial rules.</p>
12 - Recipients of the data	<p>Recipients of the processing are the following:</p> <ul style="list-style-type: none"> a) Agency staff dealing with the appointment of experts in the working parties/groups: The data provided by the candidates are accessible to the project officer and supporting staff responsible for the organization of the working party, the Heads of Unit (HoUs) and the Data Protection Coordinator (DPCs). b) Other EU institutions staff: Any of the supervisory instances of ERA, i.e. the European Court of Auditors, the Internal Audit Service, and, in case of controversy, the European Ombudsman, etc. may have access to those data upon request.
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?	The completed appointment forms are stored on the Agency Intranet in each Unit's restricted access folder. Financial identification data for processing mission claims is processed with the dedicated IT application/workflow (ABAC). Data collection and processing is in line with ERA IT policy and security.
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>a) Information is provided to the data subjects concerned through a data protection (DP) statement / privacy statement, which is included as reference link in the template for the nomination grid - attached to this notification.</p> <p>They are informed of their rights and given the contact details of the Controller. The ERA's Data Protection Officer may be contacted by the data subjects concerned in case of any difficulties or for any questions relating to the processing of their personal data at the following e-mail address:dataprotectionofficer@era.europa.eu. Finally, data subjects have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu), in case they consider that their rights under Regulation 2018/1725 have been infringed as a result of the processing of their personal data by ERA.</p>
15a - Data subject rights	Right to have access; Right to rectify; Right to erase ("right to be forgotten"); Right to object
16 - Legal Basis	Agency Regulation (EU) 2016/796; FINANCIAL REGULATION OF THE EUROPEAN RAILWAY ;#20
17 - Lawfulness of processing	<p>The processing operations mentioned above are necessary to ensure compliance with the Agency's obligation prescribed in Article 5 of the Agency Regulation, which provides for the establishment of Working Parties.</p> <p>This processing is necessary for the performance of the tasks carried out by the Agency on the basis of its Regulations.</p>
18 - Data minimisation	At the time of nomination of experts, only their names and email address are requested, together with their competences in the fields explicitated in the call for nomination.
19 - Accuracy	
20 - Access and other rights of persons whose data is processed	

21 - Special category data

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents