

## PRIVACY NOTICE – Appointment of new representatives to the Administrative Board (record reference number: 35)

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*Appointment of new representatives to the Administrative Board involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725<sup>1</sup> (the “Regulation”).*

This privacy notice explains how the SESAR JU (here after referred to as acronym to be completed) uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

SESAR JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on articles 14 to 16 of the Regulation.

### What is the purpose of the processing?

- (a) Collect the necessary information via the “Personal Information form” to contact the appointed to the Administrative Board Members and send them relevant information via e-mail or post
- (b) Ensure that persons involved in the activities of the Administrative Board act independently of any external influence when they are appointed as members by signing the “Declaration of Commitment and Confidentiality” form
- (c) Comply with transparency principles by publishing their short biography in the SESAR JU website.

### Which personal data do we process?

- Personal Information Form: Name, surname, company, function in the company, full address for correspondence, office phone number, e-mail address.
- Declaration of Commitment and Confidentiality form: Name, surname, function, possible personal, professional or financial interests or interests of members of the staff member’s family/household.
- Short biography

### Under what legal basis do we process your data?

- Council Regulation (EC) n° 219/2007 of 27.02.2007 as amended by Council Regulation (EC) n° 1361/2008 of 16/12/2008 and Council Regulation (EU) 721/2014 of 16 June 2014, (the “SJU Regulation), and in particular article 3 (1) of the Statutes of the SESAR Joint Undertaking annexed to the SJU Regulation and Article 6 of Annex 1 of the SJU Regulation
- Rules of Procedure of the Administrative Board
- Administrative Board decision on conflict of interest ADB(D)-10-2008 as modified by Decision ADB(D)-03- 2012
- Administrative Board meeting of June 2014 (ADB 30) item 7b

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<sup>1</sup> Regulation (EU) N° 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 (“EUDPR”).

- Public Interest article 5(1)(a) of Regulation 2018/1725
- Legal obligation article 5(1)(b) of Regulation 2018/1725
- Personal data revealing trade union membership. As per Article 3(1)(g) of the Statutes of the SJU, the Administrative Board shall be composed of inter alia a representative from the bodies representing staff in the air traffic management sector, designated by their representative organisation at European level. Processing is lawful according to article 10(2)(h) Regulation 2018/1725.

### **Who is the controller and other actors involved in the processing?**

Controller: The SESAR JU, legally represented by Florian Guillemet, Avenue Cortenbergh 100, 1000 Brussels

No personal data is currently processed by external processors.

### **How is SESAR JU processing the personal data?**

When a new person is appointed as Member of the Administrative Board, they are requested to fill in, sign and send the “Personal Information form”, the “Declaration of Commitment and Confidentiality” and their CV to the Administrative Board (ADB) functional mailbox. Access to the ADB functional mailbox is granted to the Secretary of the Administrative Board, the Executive Director and the Deputy Executive Director. The Secretary of the ADB sends the short bio information to the Communications team for publication in the SJU website.

The documents are stored in IDMS with restricted access rights to the Secretary of the Administrative Board and limited staff of the Legal and Financial Team. The shared drive contains information related to former ADB members. Paper versions of the above forms are stored in a locked cupboard.

See <https://www.sesarju.eu/dataprotection> for more information.

### **How do we protect and safeguard your information?**

- Staff dealing with this processing operation is designated on a need-to-know basis
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- A paper copy is made and saved in a paper file. The paper file is archived in a locked cupboard.

### **Who can access to your personal data and to whom is it disclosed?**

The following might have access to your personal data:

- The general public: Only with regards to the CVs published in the SJU website
- Designated SJU staff members: Secretary of the Administrative Board, Executive Director, Deputy Executive Director, members of the Legal and Finance team

## What are your rights and how can you exercise them?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of the Regulation). You can exercise your rights by sending an email at the Secretary of the Administrative Board at [ADBsecretariat@sesarju.eu](mailto:ADBsecretariat@sesarju.eu).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

Data subjects have the **right to withdraw their consent at any time** by sending a written request to [ADBsecretariat@sesarju.eu](mailto:ADBsecretariat@sesarju.eu). Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

The content of these rights is detailed in the [Data Protection Notice page in SJU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and [edps@edps.europa.eu](mailto:edps@edps.europa.eu), and SJU DPO [sju.dataprotection@sesarju.eu](mailto:sju.dataprotection@sesarju.eu)) as well as detailed information on the exercise of the rights.

Possible restrictions as laid down in Article 25 of the Regulation and the upcoming SJU decision on restrictions may apply.

## How long is the data retained?

- Declaration of Commitment and Confidentiality: 5 years after the discharge for the budgetary years to which the Declaration relates
- Personal Information Form and CV: As long as the data subject remains a member of the Administrative Board

## Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SESAR JU at [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu), and
- the Secretary of the Administrative Board at [ADBsecretariat@sesarju.eu](mailto:ADBsecretariat@sesarju.eu)

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>

## Additional information

More information on Data Protection at the SESAR JU can be obtained in the [SJU register of data processing operations](#). This privacy notice will be made available upon the request to the ADB members to provide the above personal data.