

PRIVACY NOTICE – Selection of the SJU Members for secondment of their staff and implementation of secondment agreement (record reference number: 29)

Selection of the SJU Members for secondment of their staff and implementation of secondment agreement involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This privacy notice explains how the SESAR JU 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?

The purpose of the processing operation is a) assessment of applications, submitted by the SJU Members in response to the calls for expression of interest for secondment in the SJU; b) implementation of secondment agreements.

Which personal data do we process?

- Personal details such as name, surname, date of birth, gender, and information allowing the practical organisation of the selection process such as address, telephone number, fax, e-mail address
- Educational and professional information as per submitted CV
- Financial information such as salary and allowances are included the seconded agreement

Why do we process your personal data and under what legal basis?

Processing is lawful according to articles:

5(c) Regulation 2018/1725 (preparation of an employment contract), 5(a) Regulation 2018/1725, as it is necessary in order to exercise the tasks of the SJU, as these are further described in 1) article 8 Council Regulation (EC) No 219/2007 of 27 February 2007 on the establishment of a Joint Undertaking to develop the new generation European air traffic management system (SESAR) 2) decision ADB(D) 07-2017 and 3) article 10.4 Membership Agreement SJ/LC/0307-CTR.

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?

Initially, the data is collected electronically through the dedicated functional mailbox cei@sesarju.eu. The SJU Members, interested in the call for expression of interest for the selection of SJU Members for

¹ 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”).

provision of seconded staff in the relevant domains of expertise, submit their applications. Applications include personal, professional and educational data through CVs, relevant education and training supporting documents (diplomas, certificates etc.). The Evaluation Committee is appointed by the SJU's Authorizing Officer and composed of SJU staff and of EUROCONTROL staff for those cases where the application received relates to a EUROCONTROL staff. The Evaluation Committee has access to these applications for the purpose of their evaluation and recommendation of the SJU Member for award of a secondment agreement. Such access is restricted and is provided through IDMS or Outlook, as necessary.

A specific annex to the secondment agreement, signed with the selected SJU Member, includes financial and employment related personal data (such as salaries, allowances of the seconded staff). Such data is also provided in the SJU Member's cost claims, which are processed by the responsible OIA/OVA and Finance sector. Invoices are registered by the SJU Reception services.

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

How do we protect and safeguard your information?

Personal data, related to SJU Members' applications, is stored electronically in the relevant Outlook folders and IDMS with restricted access to Legal sector's members and the appointed Evaluation Committee members and OIAs. Paper copies of the applications are stored in the SJU Procurement and Legal Sector's archives under lock and key. The signed secondment agreement is locked in the Legal safe. The cost claims/invoices of the SJU Members are kept by the Finance sector in the locked cupboards only accessible to them.

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

The following might have access to your personal data:

- Designated SJU staff members: Designated members of the Legal & Procurement team, members of the Evaluation Committee, designated members of the Finance sector, responsible agents as per the financial workflow defined in the matrix
- Members from Eurocontrol's Programme Management Unit, if they are involved in the financial workflow

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).

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.

In case data subjects wish to exercise their rights, they should send an email to cei@sesarju.eu.

How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent at any time by sending a written request to cei@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.

Possible restrictions as laid down in Article 25 of Regulation (EC) 1725/2018 may apply, only if necessary to safeguard the rights of the data subjects and/or the rights and freedom of others, and as foreseen in the upcoming SJU Decision on Restriction. Restrictions are also foreseen in art. 142 (1) of the Financial Regulation.

How long is the data retained?

- Data regarding selected applications will be kept for ten years after the last financial transaction or the termination of secondment agreement, the latest date prevailing.
- Data regarding the implementation of the secondment agreement (invoices) will be kept for ten years after the last financial transaction or the termination of secondment agreement, the latest date prevailing.
- Data regarding non-selected applications will be kept for five years from the date of the notification of the outcomes of the evaluation procedure.

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, and
- the responsible team at cei@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 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](#). The SESAR JU privacy policy relating to this processing activity is included in the call for tender documentation and the SJU website. Data subjects are informed about this processing activity, with a link to this privacy notice published together with the call for expression of interest.