



5 May 2014  
EASO/GAAU/2014/250

PRIVACY STATEMENT  
CONCERNING THE PROCESSING OF PERSONAL DATA FOR AVOIDING CONFLICTS OF INTEREST

In accordance with article 42(4) of Regulation 439/2010 establishing EASO, the processing of personal data in the context of avoiding conflicts of interest is subject to [Regulation \(EC\) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data](#).

**Purpose:**

The purpose of the personal data processing operation is to enable EASO to avoid potential conflicts of interest, ensuring the agency's impartiality in decision-making.

**Identity of the Controller:**

For staff members, including those appointed to selection committees or to opening / evaluation committees, and for beneficiaries of EASO contracts or grants, the controller is the Head of General Affairs and Administration Unit (GAAU).

For Management Board members the controller is the secretariat of the Management Board.

For experts involved in EASO working parties/expert networks the controller is the Head of Centre/Head of Unit organising the working party/expert network.

To contact the controller, please see "Contact Information".

**Personal data collected and processed are:**

For EASO staff members (including Seconded National Experts) and Management Board members (including alternates, observers and experts) an obligatory declaration of interests. EASO working party members or expert network members (including alternates, observers and experts) may also need to submit a declaration of interests.<sup>1</sup>

Information collected in the declaration of interests:

- Name and position;
- Nationality (for Management Board and EASO working parties/expert networks only);
- Private interests held, name of entity, holder of interests (person making the declaration, family or friend), current or ceased interest (Y/N);
- Description of work previously carried out related to the remit of the agency;
- Other interests which staff members consider should be made known to the agency and the public, including matters related to household members; and
- Name, date and signature on a declaration of honour regarding absence of potential conflicts of interest.

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<sup>1</sup> Depending on the subject matter of the working group/expert network, the Head of Unit within EASO responsible for the group and/or network, in agreement with the Executive Director, shall decide if experts/participants should declare their interests and duly fill in the EASO declaration of interests. If a positive decision is taken, the declaration of interests form has to be completed upon nomination to the group/network by each individual member or expert. These declarations must be updated once every 2 years by contacting the Head of Unit within EASO responsible for the group/network.

For staff appointed to opening/evaluation committees in procurement procedure: an obligatory declaration of absence of conflict of interest and of confidentiality, name and signature.

For staff appointed to selection committees: an obligatory declaration of absence of conflict of interest and of confidentiality, name, surname, signature and date.

For beneficiaries of contracts or grants: an obligatory declaration of honour with respect to the exclusion criteria and absence of conflict of interest, name and signature.

**Recipients:**

For declarations of staff members, including those appointed to selection committees or to opening/evaluation committees, the recipients are Human Resources, the Head of GAAU and the Executive Director.

For declarations of beneficiaries of contracts or grants the recipients are Procurement and the Head of GAAU, and as required, the Executive Director.

For declarations of Management Board members the recipients are the Management Board secretariat and the Executive Director.

For declarations of experts participating in EASO working parties or expert networks the recipients are the Head of Centre/Head of Unit organising the working party or expert network and the Executive Director.

**Legal basis:**

The legal basis for the processing is the “EASO Policy on the Prevention and Management of Conflict of Interest” (29 November 2013).

**Data retention:**

The retention period of the declarations of interest is 7 years to allow for the auditing of financial processes.

**Right of Access/Rectification:**

Should you require further information regarding the processing of your personal data, or should you wish to exercise your rights to access or correct your data, you may contact the controller using the contact information listed below.

**Contact Information:**

Staff members: [HR@easo.europa.eu](mailto:HR@easo.europa.eu)

Management Board Members: [mb.easo@easo.europa.eu](mailto:mb.easo@easo.europa.eu)

Experts participating in EASO working parties/networks:

Centre for Operational Support: [ncp@easo.europa.eu](mailto:ncp@easo.europa.eu); [enp@easo.europa.eu](mailto:enp@easo.europa.eu)

Centre for Training, Quality and Expertise: [Training@easo.europa.eu](mailto:Training@easo.europa.eu); [quality@easo.europa.eu](mailto:quality@easo.europa.eu); [vulnerablegroups@easo.europa.eu](mailto:vulnerablegroups@easo.europa.eu); or [training-ncp@easo.europa.eu](mailto:training-ncp@easo.europa.eu)

Centre for Information, Documentation and Analysis: [EASO-CIDA@easo.europa.eu](mailto:EASO-CIDA@easo.europa.eu)

Beneficiaries of contracts or grants: [Contracts@easo.europa.eu](mailto:Contracts@easo.europa.eu)

**Recourse:** EASO’s Data Protection Officer [dpo@easo.europa.eu](mailto:dpo@easo.europa.eu) or the European Data Protection Supervisor <http://www.edps.europa.eu>