



## PRIVACY NOTICE

### **on the processing of personal data in the context of the Call for Expressions of Interest (CEI)<sup>1</sup> for the establishment of an EASO list of external remunerated experts for deployment in Asylum Support Teams (ASTs) and subsequent management of such list in the context of the EASO Asylum Intervention Pool System (EAIPS)**

#### **1. Introduction**

The European Asylum Support Office (hereafter “EASO”) is committed to protect your personal data and to respect your privacy. EASO collects and further processes personal data pursuant to Regulation (EU) 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<sup>2</sup> (hereinafter “the EUDPR”).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

#### **2. Why and how do we process your personal data?**

The purpose of processing the below personal data is to enable the assessment, selection, deployment and reimbursement of external remunerated experts to provide operational, technical and administrative assistance to Member States.

#### **3. On what legal ground(s) do we process your personal data?**

We process your personal data on the basis of Article 5(1) point (a) of the EUDPR, because such processing is “*necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body*”.

Indeed, this data processing is carried out by virtue of Articles 10 point (c), 13, 15 *et seq.* of Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 establishing a European Asylum Support Office<sup>3</sup> concerning the coordination by the Agency of the necessary technical and operational assistance to the requesting Member State(s) through the deployment of Asylum Support Teams (ASTs), consisting of experts, on the territory of that Member State or Member

<sup>1</sup> Ref. number EASO/2021/885.

<sup>2</sup> OJ L 295, 21.11.2018, p. 39-98.

<sup>3</sup> OJ L 132, 29.5.2010, p. 11-28.

States, as well as pursuant to Decision No 75 of the Management Board of the European Asylum Support Office of 28 July 2021 on the profiles of the experts made available for the Asylum Support Teams (Asylum Intervention Pool) in view of their participation in the operational support activities coordinated by the Agency<sup>4</sup>.

#### **4. Which personal data do we collect and further process?**

The following categories of personal data may be processed:

- Personal data relating to applicants:
  - data contained in the applicants' electronic application form and CVs<sup>5</sup>: name, surname, photo, organisation, address, telephone, e-mail, gender, date of birth, nationality, knowledge of languages, ICT proficiency, education, training, professional experience, driving license, signature.
  - data contained in the declaration on honour concerning the exclusion criteria that applicants are required to complete in the online application tool;
  - data contained in the documentation to be requested by EASO as evidence or proof of statements made by the applicants in the designated online application tool and/or CV regarding professional, educational and other qualifications as per the requirements set for each expert profile.
  
- Personal data relating to selected experts:
  - data contained in the experts electronic application form and ' CVs: name, surname, photo, organisation, address, telephone, e-mail, gender, date of birth, nationality, knowledge of languages, ICT proficiency, education, training, professional experience, driving license, signature;
  - data contained in criminal records (or equivalent certificates) requested by EASO;
  - financial details provided through the Legal Identification Form (LEF) and Bank Identification Form (BAF) at the stage of the signature of the contract and for reimbursement purposes.

#### **5. How long do we keep your personal data?**

In line with Article 4(1)(e) of the EUDPR, personal data “*shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed*”. In determining the maximum retention periods, the Agency has taken into account the nature of the sanction(s) to be imposed, if any, possible legal recourses, legal, auditing, archiving and reporting obligations.

In accordance with EASO/EDD/2020/105 on the record retention and disposal policy, applicants' data will be retained for a period up to a maximum of 9 years.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format are stored on the servers of EASO. In order to protect your personal data, EASO has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of

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<sup>4</sup> Ref. number: EASO/MB/2021/117.

<sup>5</sup> Taking into account the data entries contained in the [Europass CV format](#).

the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## 7. Who has access to your personal data and to whom is it disclosed?

The data collected by EASO in the framework of the call for external remunerated experts is shared with the assessment committee members, the personnel responsible for the day-to-day management of the mechanism for the deployment of selected experts and, in certain cases, whereby selected experts will be assigned to national authorities, to the competent authorities of the Member State(s) in which they will be deployed merely for security clearance/vetting and/or confirmation purposes prior to the deployment of the expert(s) concerned.

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

As a data subject, you have a number of rights:

- **Right to be informed** – You have the right to be informed about the collection and use of your personal data. This Privacy Notice provides information on how EASO collects and uses your personal data.
- **Right to access** – You have the right to access your personal data. You have the right to request and obtain a copy of the personal data processed by EASO.
- **Right to rectification** – You have the right to obtain without undue delay the rectification or completion of your personal if it is incorrect or incomplete.
- **Right to erasure** – You have the right to require EASO to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. In certain cases, your data may be kept to the extent it is necessary, for example, to comply with a legal obligation of the Agency or if it is necessary for reasons of public interest in the area of public health.
- **Right to object** – If the Agency processes your data for the performance of a task in the public interest (without your consent or another lawful basis), you have the right to object to this processing on grounds related to your particular situation.
- **Right to restrict processing** – In a few cases, you have the right to obtain the restriction of the processing, meaning that your data will only be stored, but not actively processed by the data controller for a limited period of time.

You can exercise your rights by contacting the Data Controller or, in case of conflict, the Data Protection Officer (DPO). If necessary, you can also address the European Data Protection Supervisor (EDPS). Their contact information is given under point 9 below.

## 9. Contact information

### - The Data Controller

If you would like to exercise your rights under the EUDPR, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller ([experts.operations@easo.europa.eu](mailto:experts.operations@easo.europa.eu)).

### - The Data Protection Officer (DPO)

You may contact the EASO's Data Protection Officer ([dpo@easo.europa.eu](mailto:dpo@easo.europa.eu)) with regard to issues related to the processing of your personal data under the EUDPR.

### - The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the Data Controller.