



Privacy Statement on personal data protection for the selection and appointment of EMCDDA/EUDA Scientific Committee members

Any data collected or information provided by applicants during the current selection and appointment procedure at the EMCDDA/EUDA will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018. This Regulation concerns the protection of individuals with regard to personal data provided to the European Union institutions and bodies and on the free movement of such data. In compliance with Articles 15 and 16 of the Regulation, the EMCDDA/EUDA provides all applicants with the following information:

The Controller¹ of the data is the Director. In order to contact the controller please do it in writing to the following e-mail address: Director@emcdda.europa.eu.

The purpose of the processing is exclusively within the selection and appointment of the members of the Scientific Committee of the EMCDDA/EUDA. It will be used for drawing up a list with the aim to appoint members of the Scientific Committee, with the highest standard of ability, efficiency and integrity.

Who has access to your information and to whom is it disclosed?

The recipients of the data are: the Director, the members and the secretariat of the pre-selection panel appointed by the Director, the EMCDDA/EUDA Executive Committee and the EMCDDA/EUDA Management Board.

All recipients of the data are reminded of their obligation not to use the data received for any further/other purpose than the one for which they were transmitted.

How do we protect and safeguard your information?

The data needed for this EMCDDA/EUDA's selection procedure, will be collected through the European Commission EUSurvey platform. All personal data under this platform are stored on the servers of the European Commission's Data Centre. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission. In order to protect users/applicants' personal data, the Commission has put in place a number of technical and organisational measures. For further information about the processing and the protection of personal data when using EUSurvey, please consult the following page: <https://ec.europa.eu/eusurvey/home/privacystatement>

Following the closing date for the submission of applications (10 weeks after the call for expressions of interest is published in the Official Journal), the individual applications will be exported to a secured document management system of the EMCDDA/EUDA for management and assessment. The individual applications on the EUSurvey application will then be deleted.

The data collected is stored in electronic format on designated EMCDDA equipment. Access to the data in the secure document management system is restricted as described in the Document management privacy statement and data protection record:

https://www.emcdda.europa.eu/drugs-library/emcdda-personal-data-protection-record-documenta-dp0-46_en

¹ Article 3.8 of the Regulation defines the Controller "as the Union institution or body or the directorate-general or any other organisational entity which, alone or jointly with others, determines the purposes and the means of the processing of personal data (...)"



The EMCDDA/EUDA employs state-of-the-art techniques to protect electronic data against intrusion, tampering and any unauthorised access. Where EMCDDA/EUDA internal processes require printing of electronic data from selection applications, print-outs are safely stored in the Scientific Coordination unit, in locked cabinets.

How can you verify, modify or delete your information?

Regulation (EU) 2018/1725 safeguards your right to access your data at any time and to rectify any inaccurate or incomplete personal data, before the deadline for submission of applications elapses, by writing to the following email: CEI_SC23@emcdda.europa.eu. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. Therefore, after the closing date for submission of applications, rectification of data related to the eligibility and selection criteria is not possible. You also have the right to require the Controller to erase data if the processing is unlawful. Furthermore, you are free to address the European Data Protection Supervisor at any time.

You have right to have access to your evaluations results from all stages of the selection procedure upon written request to be addressed to the following e-mail address: CEI_SC23@emcdda.europa.eu. This right to access is provided only for aggregated results and in no case is extended to the comparative data concerning other applicants (comparative results), neither to the individual opinions of the members of the respective pre-selection panel.

What personal information do we collect?

The categories of personal data dealt with during this selection procedure at the EMCDDA/EUDA are the following:

- Identification details: personal data allowing the identification of the applicant, i.e. first and last name, date of birth, gender and nationality.
- Contact details: telephone number, postal and e-mail addresses.
- Selection criteria information: data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the call for expression of interest, e.g. citizenship, degree (year awarded), title, name of the awarding body, professional experience (CV and list of publications), as well as any individual situation regarding eligibility criteria and any other information the applicants would like to provide to support their application.

It is compulsory for applicants to send all the information requested in the framework of this call for expression of interest. If they do not, they will not be deemed eligible and will not be considered for the selection process.

Legal basis for the processing of data

The processing of data is necessary for the performance of tasks carried out in the public interest on the basis of the Treaty on the functioning of the European Union (selection of members of the Scientific Committee) and the legal basis for the processing are:

- The Council Regulation (EEC) 1920/2006 of 12 December 2006, on the European Monitoring Centre for Drugs and Drug Addiction (recast) / the European Parliament and Council Regulation (EU) 2023/1322 on the European Union Drugs Agency (EUDA)
- Decision DEC/MB/23/0 of the EMCDDA Management Board on the procedures and arrangements for the selection and appointment of the members of the Scientific Committee of the EMCDDA, of 29 June 2023
- The EMCDDA Equal opportunities policy as approved by the Director on 27 August 2012



How long do we keep your data?

Electronic and, if applicable, printed data will be stored in the EMCDDA/EUDA's files as follows:

- Data regarding appointed applicants will be kept until termination of the appointment, ie, four years, which may be extended to further four years.
- Data of non-appointed applicants but successfully placed in the reserve list for appointment will be kept for the validity of the reserve list (8 years)
- Data concerning non-selected applicants will be kept for two years from the date the data subject became aware of the result of the selection procedure (i.e. from the date of publication in the EMCDDA/EUDA web page that the procedure was closed, or the date in which the applicant has received the notification e-mail message).

After the above-mentioned periods, only data needed to provide overall statistics on the exercise (number of eligible and non-eligible applications, total number of applications, etc.) will be kept for statistical reasons. These statistics are not subject to Regulation (EU) 2018/1725 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.

Recourse

You have the right to recourse via the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the EMCDDA/EUDA.

You may also contact the EMCDDA's Data Protection Officer in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: dpo@emcdda.europa.eu