



## EUROPEAN COMMISSION

European Climate, Infrastructure and Environment Executive Agency

### RECORD OF PERSONAL DATA PROCESSING ACTIVITY

*In accordance with Article 31 of the [Data Protection Regulation for EUIs](#)<sup>1</sup> (hereinafter referred to as the Regulation), individuals whose personal data are processed by the European Climate, Infrastructure and Environment Executive Agency (hereinafter referred to as CINEA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.*

Record No: 2018-001/C-PROG-01  
 Created on (date): 11/10/2018  
 Last update (date): 07/02/2022

#### NAME OF THE PROCESSING ACTIVITY

CINEA Advisory Group for CEF Transport

#### GROUND FOR THE RECORD:

- Regularisation of a data processing activity already carried out
- Record of a new data processing activity prior to its implementation
- Change of a data processing activity (e.g.: update of a record).

<sup>1</sup> Regulation (EU) 2018/1725 of 23 October 2018

## **1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION**

### **1.1. Name and contact details of controller**

- a. CINEA B  
Chaussée de Wavre 910  
BE – 1049 Brussels
- b. Head of Department B “Sustainable Networks and Investments”
- c. Email: [CINEA-CEF-TRANSPORT-ADVISORY-GROUP-@ec.europa.eu](mailto:CINEA-CEF-TRANSPORT-ADVISORY-GROUP-@ec.europa.eu)

### **1.2. Name and contact details of the Data Protection Officer (DPO)**

CINEA DPO

[CINEA-DPO@ec.europa.eu](mailto:CINEA-DPO@ec.europa.eu)

### **1.3. Name and contact details of joint controller (where applicable)**

Not applicable.

### **1.4. Name and contact details of processor (where applicable)**

Not applicable.

### **1.5. Purpose of the processing**

- The purpose of the processing is to receive applications, evaluate, select and appoint the best candidates as members of the CEF Transport Advisory Group, in compliance with the requirements of the relevant call for expression of interest, published on CINEA website and communicated to external stakeholders (members of the CEF Committee, beneficiaries and transport attachés from Member States).
- It is also to maintain a list of the selected members of the Group, including the organisation they are employed, which is published at CINEA webpage for reasons of transparency. In addition, CINEA will maintain a distribution lists with all members' email addresses, which will be shared internally among the members of the Group. The aim is to facilitate visibility and contacts among Advisory Group members and between them and the CEF-Transport beneficiaries as well as any other relevant stakeholders (e.g.: Commission, etc.). The processing of personal data will also enable the CEF Transport Advisory Group to perform the tasks for which it is mandated and to ensure the organisation of meetings, exchange of relevant documentation and share of Members' positions where appropriate through the provision of support, advice, feedback and recommendations.

### **1.6. Legal basis for the processing**

- Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, and repealing Implementing Decisions 2013/801/EU;
- Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries;

- Regulation (EU) 2021/1153 of the European Parliament and of the Council of 7 July 2021 establishing the Connecting Europe Facility and repealing Regulations (EU) No 1316/2013 and (EU) No 283/2014

#### **1.7. Categories of data subjects**

During the selection phase, data subjects are all applicants, who wish to become members of the Advisory Group for CEF Transport.

After the selection process, data subjects are the persons that have been appointed as members of the Advisory Group for CEF Transport

#### **1.8. Categories of personal data**

During the selection phase, candidates are requested to provide all information contained in the CV that is relevant to become member of the Group. Such information includes work experience- current and past employment- , expertise, education and training information, languages, skills and competences as well as their motivation to join the Advisory Group.

Identification (name, function/ title, gender, nationality, etc.) and contact details (email address, telephone number, etc) will also be processed for the selected members for the fulfilment of the Advisory Group's mandate and organisation of meetings.

- 1.9.** If applicable special category of personal data (e.g. health: mobility issues, etc) relating to the participation of events (i.e. physical meetings, etc.) may be processed for organisational purpose on the request of the concerned data subject.

#### **1.10. Retention time (time limit for keeping the personal data)**

a) Retention period: The CVs will be retained as long as the selection procedures take place and for six months afterwards: then, it will be destroyed. The identification (names, titles, etc), employer (name of the organisation) and contact data (email address, telephone number etc) of the selected members will be retained by CINEA as long as the persons continue being members. The names and current employer (organisation) of the appointed members will be displayed on the Agency's publicly available website, as long as a person is member of the Advisory Group.

Should their mandate end or should they resign, the data of the concerned persons will be erased from the website and relevant folders as soon as possible (maximum within 2 working days).

b) Storage period: The storage period is in line with the abovementioned period.

c) Is any further processing for historical, statistical or scientific purposes envisaged, which would go beyond the normal retention period? No

#### **1.11. Recipients of the data**

- The information included in the CVs will be accessible for the selection on a need to know basis by the relevant staff member of the Agency (the Director, the Head of Department B and his adviser/assistant) as well as to the relevant Commission Representatives.
- The names and current employer (organisation) of the selected members will be publicly available on CINEA's website, therefore this information will be accessible to the general public. Contact details will be processed by the relevant staff member of the Agency on a need to know basis (e.g. for the organisation of meetings, dispatch of relevant information, etc.).

In addition, data may be disclosed to public authorities, which are not regarded as recipient, but may receive personal data in the frame of a particular inquiry in accordance with Union and Member State law, namely:

- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure;
- The competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations;
- IDOC in line with Commission Decision of 12 June 2019 laying down general implementing provisions on the conduct of administrative inquiries and disciplinary proceedings - C(2019)4231 and Commission Decision (EU) 2019/165 of 1 February 2019 Internal rules concerning the provision of information to data subjects and the restriction of certain of their data protections rights in the context of administrative inquiries, pre-disciplinary, disciplinary and suspension proceedings;
- OLAF in case of an investigation conducted in application of Regulation (EC) No 1073/1999;
- The Internal Audit Service of the Commission within the scope of the tasks entrusted by article 118 of the Financial Regulation and by article 49 of the Regulation (EC) No 1653/2004;
- The Court of Auditors within the tasks entrusted to it by Article 287 of the Treaty on the Functioning of the European Union of the EC Treaty and Article 20, paragraph 5 of Regulation (EC) No 58/2003;
- The European Ombudsman within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union;
- The European Data Protection Supervisor in accordance with Article 58 of the Regulation (EC) 2018/1725;
- The European Public Prosecutor's Office within the scope of Article 4 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office;

The transmission of data in this context will be restricted to the information necessary for the competent entity to carry out its task.

#### **1.12. Transfers of personal data to third countries or international organisations**

Not applicable.

#### **1.13. Description of security measures**

All data will be collected using the Commission's [EUSurvey](#) tool, which will be password protected (EU Login account). Data in electronic format are stored either on the servers of the European Commission or of CINEA. All processing operations are carried out pursuant to Commission Decision 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission. The Agency's website is under the ec.europa.eu domain, which is covered by these security measures.

In order to protect personal data, CINEA 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 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 and use of authentication measures to access to the data.

#### **1.14. Data Protection Notice**

A Data Protection Notice (DPN) relevant to this data processing activity is available on CINEA [website](#).