



EUROPEAN COMMISSION

European Climate, Infrastructure and Environment Executive Agency

Data Protection Notice

CINEA Advisory Group for CEF Transport

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation), the European Climate, Infrastructure and Environment Executive Agency (hereafter CINEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

1. The **controller** is CINEA:

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

2. The **purpose of the processing** is:

- 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.

3. The **data subjects** concerned by this notice are:

- During the selection phase, data subjects are all applicants, who applied 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.

4. The **categories of personal data** collected and used for the processing operations are:
- During the selection phase, candidates are requested to provide all information contained in the CV that is relevant to be assessed in order to become member of the Group. Such information includes personal details (name, contact details), work experience, education and training information, languages, skills and competences, motivation.
 - For the members appointed, the personal data retained concern their name, organisation and contact details.

5. The **recipients** of the data are:

All recipients are on a "need to know" basis:

- The information included in the CVs will be accessible to the Director, the HoD and to the adviser/assistant of the HoD 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 case of audits or proceedings, etc., personal data may be provided to CINEA's Internal Controller, DPO, Legal Sector, Staff Committee, etc .

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as 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, Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission, the Court of Auditors ,the European Ombudsman, the European Data Protection Supervisor and the European Public Prosecutor's Office .

6. **Data Subjects rights:**

The appointed members can, at any time, access, modify or rectify their personal data or ask for their deletion and for restricting their processing.

In the same way, they can resign from being a member of the Advisory Group, which will imply the deletion of their personal data published on the CINEA website and from any relevant internal folder.

According to the Regulation, they are also entitled to object to the processing of their personal data on grounds relating to their particular situation at any time unless CINEA demonstrates compelling and overriding legitimate grounds or in case of legal claims.

They can exercise their rights by sending an email with the requested change(s) to the controller via the functional mailbox indicated here-above in Section 1.

In any cases their data will be modified or removed accordingly and as soon as practicable (maximum within 2 working days).

When processing is based on their consent, they have the right to withdraw their consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

However, in line with Article 25 of the Regulation, the data controller may restrict the rights of the data subjects based on the [Decision of the Steering Committee \(2020\) 26 of 14/10/20 \(OJEU L 45 on 9.2.2021, p. 80\)](#), in case where such restriction constitutes a measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects, etc.

7. How does CINEA protect and safeguard your data?

All data will be collected using the Commission's [EUSurvey](#) tool, which will be password protected (EU Login account).

Relevant organisational and technical measures are taken by the Agency to ensure the security of your personal data. Access to your data is restricted on an individual need to know basis and through User-ID and password and can be accessed via authentication system. Your data resides on the servers of the European Commission, which abide by strict security measures implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets. CINEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

The processing of your data will not include automated decision-making.

8. The legal basis of the processing are:

- 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.

9. The time limits for keeping the data are the following:

The CVs will be retained as long as the selection procedures take place and for six months afterwards: then, the data 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 either resign or withdraw their consent, the data of the concerned persons will be erased from the website and relevant folders as soon as possible (maximum within 2 working days).

10. Contact information

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the email address mentioned here above in Section 1

You may contact at any time the Data Protection Officer of the Agency (CINEA-DPO@ec.europa.eu). You have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).