

Data Protection Notice

For processing of personal data in the context of creating a list of short term experts for supporting the work of the WB CRIM JUST Project

1. Context and Controller

Eurojust will set up a list of external experts to support the WB CRIM JUST Project in advising Western Balkan judicial authorities on cross-border judicial cooperation matters, specifically by updating, drafting and presenting legal analyses, comparative studies, manuals or handbooks, as well as targeted trainings to the beneficiaries of the project.

Collection and processing of personal data is under the responsibility of the data controller, who is the WB CRIM JUST Project Coordinator within Eurojust Institutional Affairs Office (wbcrimjust@eurojust.europa.eu).

2. What personal information do we collect, for what purpose, on which legal basis and through which technical means?

Legal basis

The legal basis for the processing operations on personal data is Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, (hereafter "the Financial Regulation"), in particular Article 237, and Article 5(1) of Regulation (EU) 2018/1725 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 (hereinafter "Regulation (EU) 2018/ 1725").

Processing is necessary for (1) compliance with the obligations arising from the provisions of the Contribution Agreement IPAIII/2022/432-411, and (2) with the prior consent of the data subject. Hence, it falls under the provisions of Article 5.1 b and d of the Regulation (EU) 2018/ 1725.

Purpose of the processing

Personal data is collected and further processed for the purpose of setting up and maintaining a list of short-term external experts to support the WB CRIM JUST Project in advising Western Balkan judicial authorities on cross-border judicial cooperation matters, specifically by updating, drafting and presenting legal analyses, comparative studies, manuals or handbooks, as well as targeted trainings to the beneficiaries of the project.

Technical means

Professionals interested in applying for the inclusion in the list of short-term experts have to submit a dedicated application form using the [EU Survey Platform](#). Electronic forms are stored on Eurojust secure ICT environment with restricted access.

Types of personal data

Personal data of two categories of persons will be processed: 1) professionals interested in applying for the call of experts to be launched by the WB CRIM JUST Project and Eurojust procurement unit; and (2) Eurojust staff members involved in the selection procedure (*i.e.* the WB CRIM JUST Project team; staff of the Public Procurement and Contract Management Sector tasked by the Head of the Legal Affairs Unit; and Eurojust staff who are members of the Selection Panel).

The personal data processed are as follows:

(1) For the Professionals applying for the call:

- Identification data: name and surname, date of birth, Passport number/ID Number, personal address, nationality;
- Contact details: e-mail address, business telephone number, mobile telephone number, fax number, professional address;
- Education and training, work experience and other relevant professional data;
- Thematic areas of expertise;
- Examples provided on how selection criteria are met;
- Reasons for applying, references (full name, contact details, business/occupation);
- Financial information: bank account details (IBAN and BIC codes), VAT numbers, name, surname and address of account holder, bank certificates stating financial situation;
- Supporting documents provided on request;
- Signature;
- Data processed include data produced to facilitate the selection process, namely: assessment of applications in evaluation reports by members of the Selection Panel, which may include observations on the professionals proposed for inclusion in the list of short-term experts.

(2) For Eurojust staff members involved in the selection procedure

- Identification data: name and surname, job title, unit;
- Contact details: e-mail address, business telephone number, mobile telephone number, fax number, postal address.
- The Selection Panel members sign a "Declaration of absence of conflict of interests and of confidentiality".

3. Who has access to short-term experts' personal data and to whom is it disclosed?

For the purpose detailed above, access to short-term experts' personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- WB CRIM JUST Project Team members within the Institutional Affairs Office tasked by the Project Coordinator;

- Staff from the Public Procurement and Contract Management Sector coordinating the procedure, tasked by the Head of Legal Affairs Unit;
- Staff from the Budget, Finance and Planning Unit;
- The members of the Selection Panel after signing a Declaration of absence of conflict of interests and of confidentiality;
- Representatives of the European Commission, DG Budget (in case any of the exclusion criteria envisaged under the Financial Regulation apply to the candidate external expert);
- EUROJUST Internal Control Officer (if relevant);
- EU bodies (if relevant): European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission, European Court of Auditors;
- Members of the public (regarding the name, thematic area and value of the contract of the experts), in accordance with the obligation to publish information on the outcome of the procurement procedures and on annual budget.

4. Who has access to the personal data of the Eurojust staff members involved in the selection procedure and to whom the data is disclosed?

- WB CRIM JUST Project Team members within the Institutional Affairs Office, tasked by the Program Coordinator;
- Staff from Public Procurement and Contract Management Sector coordinating the procedure, tasked by the Head of Legal Affairs Unit;
- Staff from the Budget, Finance and Planning Unit;
- The members of the Selection Panel, after signing a Declaration of absence of conflict of interests and of confidentiality;
- Representatives of the European Commission, DG Budget (in case any of the exclusion criteria envisaged under the Financial Regulation apply to the candidate external expert);
- EUROJUST Internal Control Officer (if relevant);
- EU bodies (if relevant): European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission, European Court of Auditors;
- Members of the public (regarding the name, thematic area and value of the contract of the experts), in accordance with the obligation to publish information on the outcome of the procurement procedures and on annual budget.

5. How do we protect and safeguard your information?

The information is electronically archived in the secured Data Management System of Eurojust. All IT tools at Eurojust are developed according to a standard set of security and are thoroughly tested accordingly, to ensure robustness and reliability. Paper files are stored in secured lockers and are destroyed in compliance with security procedures.

6. How can you verify, modify or delete your information

In case you wish to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please make use of the following email address:

wbcrimjust@eurojust.europa.eu, by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

7. How long do we keep your personal data?

All personal data submitted in the application stage or related to the selection of experts are retained until the expiry date of the list resulting from the Call for Expression of Interest (CEI), *i.e.* 4 years from dispatch of the notice of the CEI. Personal data included in the expert list are retained until the date of expiry of this list.

In the case of experts who are awarded an expert contract, the personal data in the application are kept for 12 months following conclusion of the contract. The data relating to the implementation of the contract (e.g. the performance of the work and the payment made) are kept by EUROJUST for 7 years after the date of payment to the expert.

Files might be retained until the end of a possible audit if one started before the end of the above periods.

8. How can data subjects (short-term experts and Eurojust staff involved in the selection procedure) verify, modify or delete personal data?

Data subjects have the right to access, rectify or erase or restrict the processing of the personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725. Any such request should be directed to the data controller, by using the following email address: wbcrimjust@eurojust.europa.eu.

9. Contact information

In case of queries regarding the processing of personal data, Eurojust Data Protection Officer can be contacted via email: dpo@eurojust.europa.eu.

10. Recourse

You have the right of recourse to the European Data Protection Supervisor EDP via email: edps@edps.europa.eu, or following the link: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.