



EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT
EXECUTIVE AGENCY
EUROPEAN HEALTH AND DIGITAL EXECUTIVE AGENCY
EUROPEAN RESEARCH EXECUTIVE AGENCY
EUROPEAN INNOVATION COUNCIL AND SMEs
EXECUTIVE AGENCY
EUROPEAN RESEARCH COUNCIL EXECUTIVE AGENCY
EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY

Inter-Agency Job Shadowing

Data Protection Notice

The European Climate, Infrastructure and Environment Executive Agency (CINEA), the European Health and Digital Executive Agency (HaDEA), the European Research Executive Agency (REA), the European Innovation Council and SMEs Executive Agency (EISMEA), the European Research Council Executive Agency (ERCEA), and the European Education and Culture Executive Agency (EACEA) (herein after referred to as the Participating Executive Agencies) are committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies¹ (hereafter the Regulation).

This Data Protection Notice outlines how the Participating Executive Agencies collect, manage and use the personal data of the concerned individuals in the context of the Inter-Agency job shadowing exercise.

1. Who is responsible for processing your personal data (data controller)?

All the participating Executive Agencies act as joint controllers in respect of this processing.

The data controller in each Executive Agency in charge of the processing operation for their respective job shadowing exercise is the Head of Unit of Human Resources:

CINEA	Unit A4 – HR, IT & Logistics	CINEA-HR-Career-Development@ec.europa.eu
EACEA	Unit R1 People, Workplace and Communication	EACEA-HR@ec.europa.eu
EISMEA	Unit C.02 People, Workplace and Operational Coordination Support	EISMEA-HR-TRAINING@ec.europa.eu
ERCEA	Unit D.2 – Human Resources	ERC-training@ec.europa.eu

¹ 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 Text with EEA relevance (OJ L 295, 21.11.2018, p. 39).

HaDEA	Unit C3 Staff, Communication and Support	Hadea-people-development@ec.europa.eu
REA	Head of Unit REA.D2, People and Workplace	REA-Training@ec.europa.eu

2. Which personal data are processed?

The personal data processed are:

- Name, surname and professional contact details of the participants: “guest” (staff asking for the job shadowing) and “host” staff members (staff hosting the job shadowing exercise);
- Motivation to apply, learning goals (skills and competences of interest), professional experience, area/profile/function of interest of the staff members applying to job shadowing
- After the exercise, the job shadowing feedback from the participants on their experience during the job shadowing.

In order to process the data, the Participating Executive Agencies use the following tools hosted by the European Commission:

- EU Survey: please see a link to the [privacy statement](#)
- EU Learn: please see a link to the [privacy statement](#).

3. For which purpose do we process your data?

The personal data will be processed in order to launch and facilitate the job-shadowing exercise between all the Participating Executive Agencies. Job shadowing is a type of on-the-job training in which a staff member has the possibility to become familiar with a job by observing the work of another colleague performing a particular job during a determined period of time. In practice, the aim is to allow a “guest” staff member from an Executive Agency to do a job shadowing with a “host” staff member from another Executive Agency. Interested staff members may express their interest (via EU Survey) to become a “host” staff member in hosting a colleague from another Executive Agency. The purpose of the processing is therefore to collect the interests of staff members interested in doing a job shadowing exercise, to process their request by identifying a service and colleagues in the hosting Executive Agency willing to receive a “guest” staff member and to manage the job-shadowing exercise during the period when this exercise takes place. Processing of personal data will also be made after the job shadowing exercise is completed for follow-up actions, such as collecting feedback of the “guest” and “host” staff members and evaluating the performance of the inter-agency job-shadowing exercise.

Staff members interested to participate in a job shadowing will apply via EU Survey and EU Learn. Feedback will be given via EU-Learn.

The personal data collected via EU-Learn and EU Survey will be accessible only by the HR team of the Executive Agencies of the staff participating in this joint job-shadowing exercise and the person who registered via these tools.

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

Access to your personal data may be given on a need-to know basis to the following recipients:

- Authorised personnel of Human Resources Unit in charge of the job shadowing exercise in the Participating Executive Agencies.
- “Guest” and “host” staff members have access to relevant personal data of each other.
- The hierarchical superiors of the “guest” and “host” staff member in their respective Executive Agencies who will have to give their prior consent to the participation of their staff member in the job shadowing.
- The Director and Heads of Department of the Participating Executive Agencies.
- Where necessary, DG Human Resources and Security (DG HR) of the European Commission.

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 control and inspection tasks in accordance with EU or Member State law such as: Investigations and Disciplinary Office (IDOC); Internal Audit Service of the Commission (IAS); European Anti-Fraud Office (OLAF); European Public Prosecutor Office (EPPO); European Data Protection Supervisor (EDPS); European Court of Auditors (ECA); European Ombudsman; the Court of Justice of the European Union (General Court of the European Union) or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure and the competent disciplinary Board of the Participating Executive Agencies.

5. How long do we keep your personal data?

Personal data are kept for 4 years after the end of the job-shadowing exercise (in line with the 2019 Commission Retention List .12.3.14).

The retention periods provided in EU Learn and EU Survey will also apply (please refer to the above mentioned privacy statement for more information).

6. What are your rights concerning your personal data and how can you exercise them?

Under the provisions of the data protection regulation, you have the right to:

- Request access to your personal data that the Participating Executive Agencies hold about you and to receive a copy of it;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- And request to object to the processing of your personal data

You can address any queries about the processing of your personal data to the Controller of your own Agency at the above-mentioned address and functional mailbox.

You can also contact at any time the competent Data Protection Officer of the Participating Executive Agencies at the following email address:

CINEA	CINEA-DPO@ec.europa.eu
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EACEA	eacea-data-protection@ec.europa.eu
EISMEA	EISMEA-DPO@ec.europa.eu
ERCEA	ERC-DATA-PROTECTION@ec.europa.eu
HaDEA	HADEA-DPO@ec.europa.eu
REA	REA-DATA-PROTECTION-OFFICER@ec.europa.eu

In addition, you may lodge a complaint with the European Data Protection Supervisor at any time: <http://www.edps.europa.eu>.

7. On which legal basis are we processing your personal data?

In accordance with Article 5(1)(a), (b) & (c) of the Regulation our 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, including for the management and functioning of the Participating Executive Agencies;
- for compliance with a legal obligation to which the controller is subject;
- for the performance of a contract to which the data subject is party.

The legal basis under Article 5(1)(a) 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, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU;
- Article 24(a) of the Staff Regulations of Officials of the European Union and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union ("CEOS"), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/681;
- Relevant Steering Committee Decision of each Participating Executive Agency adopting by analogy Commission Decision C(2016)3828 on the implementation of the learning and development strategy, Commission Decision C(2016)3855 on training on the own initiative of the member of staff and Commission Decision C(2016)3827 repealing existing rules on learning and development.