

**RULES ON THE e-CV APPLICATION**

**BUREAU DECISION**

**OF 1 FEBRUARY 2012**

The Bureau,

- having regard to the Treaty on the Functioning of the European Union, and in particular Article 16 thereof,
- having regard to the European Parliament's Rules of Procedure, and in particular Rule 23(5) thereof,
- having regard to the opinion of the European Data Protection Supervisor of 4 October 2011,

Whereas,

- (1) Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, provides the individual with legally enforceable rights in this area and specifies the data processing obligations of the controllers within the Community institutions and bodies,
- (2) the Bureau decision of 22 June 2005 lays down general rules governing the implementation of the European Parliament and Council Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, in the case of the European Parliament,
- (3) the Bureau decision of 12 January 2009, sets out the internal rules on the SKILLS database to be replaced by the e-CV application,
- (4) this latter Bureau decision shall remain in effect for technical reasons for a transitional period,

HAS DECIDED

**Article 1 – Definition**

The e-CV application is a staff management tool. It comprises personal data (name, date of birth, nationality, place of employment, department, job, staff number, grade, dates of entering the Communities and the European Parliament and the departmental code), a description of duties assigned, a summary of professional experience inside and outside Parliament, education, training courses followed, languages and the option of adding other types of additional and relevant information of staff members of the European Parliament (data subjects).

The e-CV application is integrated into Streamline and replaces the SKILLS database.

## **Article 2 – Source and content of the information processed**

The personal data set out in Article 1 and the administrative data concerning inter-institutional professional experience come from the Streamline database as do the description of duties assigned. The list of training courses followed comes from Streamline Learning Management.

The detailed description of tasks undertaken during all professional experiences including those in Parliament, the data on education, language and skills self-assessment together with any additional and relevant experience are provided by the data subject.

The different sources of information might be adapted to technological innovations by decision(s) of the Secretary-General.

## **Article 3 – Responsibility**

The data controller for the e-CV application is the Head of Unit for the Internal Organisation and Human Resources Planning Unit in DG Personnel.

## **Article 4 – Purpose and data recipients**

The data in the e-CV application may be communicated to and consulted by European Parliament departments involved in procedures for filling posts or in attestation or certification procedures or to facilitate preparation of careers advice – for example in relation to mobility – and for the purpose of setting up working parties, competition selection boards or various other committees.

The data in the e-CV application may not be communicated to any unauthorised persons, nor may it be processed for any purposes other than those for which the data are collected.

## **Article 5 – Length of time that data may be kept**

The data shall be held in the e-CV application until three months after termination of service in the European Parliament of the data subject concerned.

## **Article 6 – Rights of the person concerned**

Data subjects have a right of access to and rectification of inaccurate or incomplete data. They also have the right to obtain the blocking of data when its accuracy is contested and the erasure of data if processing is unlawful.

Every data subject has the right to object at any time, on compelling and legitimate grounds relating to his or her particular situation, to the processing of data concerning him or her.

To do this as far as data automatically provided by Streamline is concerned, the data subject, or his or her duly authorised representative, must send a request in writing to the data controller responsible for the e-CV application, stating the data concerned. Data subjects may directly modify or delete in e-CV any personal data entered by themselves.

The rules set out in Articles 8 to 13 of the implementing rules relating to the protection of data by the European Parliament (Compendium of Rules 4.2<sup>1</sup>) shall apply.

**Article 7 – Information to be given to the data subject**

Data subjects are provided by adequate means, in accordance with Articles 11 and 12 of Regulation (EC) No 45/2001, with the relevant information to be supplied on the occasion of the collection of personal data.

**Article 8 – Entry into force**

This decision shall enter into force the day following its adoption.

The Bureau decision of 12 January 2009 setting out the internal rules on the SKILLS database is repealed with effect from 1 January 2013.

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<sup>1</sup> As published in the Official Journal of the European Union C 308 of 6 December 2005