

(To be filled out in the EDPS' office)
REGISTER NUMBER: 914

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 12/10/2012

CASE NUMBER: 2012-0898

INSTITUTION: EUROPEAN RESEARCH COUNCIL EXECUTIVE AGENCY (ERCEA)

LEGAL BASIS: ARTICLE 27-5 OF THE REGULATION CE N° 45/2001⁽¹⁾

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

**European Research Council Executive Agency (ERCEA)
COV2 24/45, Place Charles Rogier 16, 1210 Brussels**

REPRESENTED BY:

Carina LENARDUZZI, Head of Unit ERCEA D.2 "Human Resources, Infrastructure and Document Management"

2/ ORGANISATIONAL PARTS OF THE INSTITUTION OR BODY ENTRUSTED WITH THE PROCESSING OF PERSONAL DATA

ERCEA Unit D.2 "Human Resources, Infrastructure and Document Management"

CONTACT PERSON:

Khady Diongue, COV2 20/060, phone: 02/29.90479, Email: Ndey-khady.diongue@ec.europa.eu.

Processor:

European Commission, see

- Service Level Agreement concerning the collaboration between the Directorate-General for Human Resources and Security of the European Commission (DG HR) and the European Research Council (ERCEA), particularly Appendix 2 on Medical Service, dated 03/02/2012.

- Service Level Agreement between PMO and ERCEA (Service Level Agreement (SLA) between the Office de Gestion et Liquidation des Droits Individuels (PMO) and the Agence Executive du Conseil européen de la recherche (ERC EA) signed on 13 May 2008 .

¹ OJ L 8, 12.01.2001.

² Please attach all necessary backup documents

- Memorandum of Understanding signed on 23/06/2011 between ERCEA and DG DIGIT, Ref. DIGIT - 00111 - 3)

3/ NAME OF THE PROCESSING

Termination of the service of ERCEA statutory staff

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Personal data is processed in order to manage the end of the period of service of a staff member in the ERCEA. The processing is necessary following the initiative of and/or in the interest of the staff member and for the management and functioning of the ERCEA.

The documents used in the five scenarios of ending the service (resignation, retirement, end of contract, death and invalidity) are used to determine the rights of the staff member in these cases only.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Officials of the European Commission seconded to the ERCEA as Temporary Agents, temporary staff, contractual staff and staff members' family members in the case of death or invalidity, only if applicable.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

- **Identification data**: personnel number, full names and addresses (private and at work, including email addresses), telephone numbers;

- **Private sphere and family data**: future private address and contact details, in the case of the death of a family member of the staff member;

- **Pay, allowances and bank accounts data**: bank account number;

- **Recruitment and contracts data**: date of end of contract / desired end of contract, reasons for leaving (not compulsory), new destination of a staff member that moves to the European Commission or to another EU institution or body (in case of resignation or retirement); info about any occupational activity within two years of leaving the service that is different from another EU institution/body as destination.

- **Data related to career**: statutory link, job title, information on social security and pensions;

- **Health data**: information linked to the invalidity or death of a staff member: death certificate, funeral expenses, details of the notary handling the estate as well as identification and financial identification of the legitimate heirs.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

ERCEA statutory staff members can find information about how to resign in the ERCEA intranet (<http://intranet.ercea.cec.eu.int/services/hr/career/Pages/Resignation.aspx>), including the rules for the notice period and the template for a resignation letter. The ERCEA has recently approved an updated version of the resignation procedure (Annex 1).

Additionally, the following Specific Privacy Statements (SPS) are published in the ERCEA intranet "HR & Privacy":

- SPS on pensions (Annex 20),
- SPS on the invalidity (Annex 21),
- SPS on resignation procedure (Annex 2)

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

(Rights of access, to rectify, to block, to erase, to object)

The privacy policy of the ERCEA establishes that if a data subject wants to check, modify, correct or delete any personal data, s/he should apply to the responsible for such processing (i.e. the Controller) by sending an e-mail giving details of her/his request to the mailbox indicated for each procedure, see privacy statements (Annexes 2, 20 and 21).

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The termination of the service of statutory staff members in the ERCEA can occur for the following reasons: resignation, retirement, end of contract, death or invalidity.

1. **Resignation**: is the formal act of terminating an employment contract by the staff member before its expiration date.

The resignation process starts with the '*resignation letter*' which must be filled in by the staff member and put into circulation in ARES for approval by the ERCEA Director. The resignation letter includes the following data of the staff member: name, surname, personnel number, name of her/his hierarchical superior, desired end of contract date and reason for leaving (not compulsory).

The resignation letter (Annex 3) shall be signed by the agent and countersigned by his/her Head of Unit (or hierarchical superior for agents not depending on a Head of Unit) as confirmation of the agreement. The document is addressed to the ERCEA Director which should sign it in blue ink and electronically in ARES to confirm his acceptance. In case of non-acceptance of the date of resignation, the ERCEA Director has 15 working days to formally inform the agent concerned about his opinion and propose a different leaving date.

The responsible HR assistant in Unit D2 updates the resignation information in Sysper 2 (used by the Agency subject to a Memorandum of Understanding with DG DIGIT, Annex 4) and informs the following services:

- The Office for the Administration and Payment of Individual Entitlements (PMO): by way of the form '*Departure Leave Absence*' (Annex 5), to be sent by e-mail to the functional mailboxes "[PMO AGENCES ALLOCATION](#)" and "[PMO AGENCIES SALARIES](#)". Staff member's data that is provided in the form include: name, surname, personnel number, date of the resignation, date of the end of contract, information in case the staff member is going back to the Commission or another Institution/Agency, information in case the staff member is

leaving on parental leave or requests part-time work. The PMO shall be informed about the resignation of a staff member since it acts as delegated Appointing Authority (AIPN/AHCC) for the staff member's individual rights though the Service-Legal Agreement signed between the ERCEA and the PMO since the inauguration of the Agency (Annex 6).

- **ERCEA HR CONGES**: an e-mail containing the new employment end date following the resignation of the staff member is sent to the ERCEA GECO (Leave manager) in order to close the agent's leave rights in Sysper 2.

- **ERCEA DMO** (Document Management Officer): an e-mail containing the new employment end date is sent to the ERCEA DMO in order to inform the DMC (Document Management Center) about possible changes in the mail circuit.

- **ERC GBI** (Gestion des Biens Inventori ): an e-mail containing the new employment end date is sent to the ERCEA GBI to take this information into account in the layout of the offices.

- **EC SECURITY TITRES ACCES**: an e-mail containing the new employment end date is sent to the European Commission DG HR in order to block the staff member's ERCEA badge at the end of the working contract.

- **HR B1** (HR B1 CARTE D'IDENTITE): an e-mail containing the new employment end date is sent to the European Commission DG HR in order to enable Unit HR B1 to collect the special ERCEA ID card of the agent and/or his family (if applicable) at the end of the working contract.

As soon as possible after reception of the original resignation letter, the responsible HR Assistant in Unit D2 sends an e-mail to the staff member concerned with his/her Head of Unit in copy with the PMO Practical Guide for agents leaving the service for his/her information and asking him/her to complete the following two forms before his/her departure:

- The '*Handover report form*' (Annex 7): the agent will be requested to fill in a handover report in order to ensure that operations can continue smoothly without interruption when a staff member leaves the Agency. This document contains the following data: name, surname, statutory link, unit and job title. The agent is also requested to complete a description of his/her main responsibilities, a list of work-priorities in the short/medium/long term, any circumstances of mobility, any work related internal and external contacts, any training recommended for the post, a description of the state of her/his files and important deadlines to be met. The document is signed by the staff member and his/her Head of Unit.

The '*ERCEA hand-over file*' must be returned to the HR Assistant. The original form is filed in the Personal File and a scan of it in the shared drive in the electronic personal folder of the staff member concerned. Finally, a copy of this form is sent to the DMO and Deputy DMO in order to check the need for transferring the official electronic and hard files of the staff leaving to his/her substitute.

- The '*Leaving Form–For TA ad CA leaving the ERCEA*' (Annex 8): the staff member is requested to report himself/herself to different ERCEA services (office supplies, library services, central archives, business credit card, logistics, document management (DMC) and GBI and have the appropriate form stamped by the same services to confirm completion of the task. This provides that the staff member by the end of his/her service, if applicable, returns:

- o his/her ERCEA badge and or car sticker,
- o his/her business credit card,
- o any book borrowed from the Commission Libraries,
- o any items borrowed by the Office Supplies Service,

- o any closed file in loan from the Central Archives Service,
- o any items and equipment borrowed from ERC Logistics.

This document contains the following data: name, surname, personnel number, date of leaving the service, the future private address (if applicable) and contact details. The future private address is necessary to forward any remaining correspondence addressed to the staff member on personal/confidential/private grounds after his/her leaving the Agency.

The original form is filed in the Personal File and a scan of it on the shared drive in the electronic personal folder of the staff member concerned. A copy of the form is sent to the [ERCEA MAIL](#) functional mailbox in order to handle mail addressed to staff leaving the Agency.

2. Retirement:

If an ERCEA staff member wants to apply for his/her retirement, he/she must send a written request towards the ERCEA Director. This request is made via a '*Letter of Retirement*' (Annex 9). The recipients, the data processed (except the reason for leaving) and the communication means are the same as in the Resignation Letter explained above.

The ERCEA retirement procedure is identical to the resignation procedure described above, except for the following:

After receiving the original '*Retirement Letter*', the responsible HR Assistant in Unit D2 communicates the following information to the Commission/PMO 4/Pensions by e-mail:

- Copy of the '*Letter of Retirement*',
- A form called '*Fiche de Transmission Mediateur Europeen – PMO 4 Depart Pension*'.

Data processed: please see the Annex 10.

PMO 4/Pensions then manages the administrative file for pension rights as per the Service-Legal Agreements signed between the ERCEA and the PMO since the inauguration of the Agency (Annex 6). PMO 4 transmits its decision to the staff member and a copy to ERCEA Unit D2, both by internal post, which will be filed in the personal file of the staff member concerned.

3. End of contract:

If the contract of an ERCEA staff member (Contract Agents and Temporary Agents) comes to an end, i.e. the employment contract is not renewed, the same internal procedure is applied for resignations, except for the following:

The HR Assistant in Unit D2 informs the agent concerned by e-mail marked as private about the administrative formalities to carry out before his/her leaving given the end of his/her employment contract.

In case the agent decides to apply for unemployment allowance at his/her national employment authorities and/or for the Community unemployment allowance, PMO 4/Unemployment Allowances manages the administrative file of the staff member as per the Service-Legal Agreements signed with PMO (Annex 6).

4. Death:

As soon as ERCEA Unit D2 receives information about the death of a staff member an informal e-mail is sent by the ERCEA Director to transmit the sad news to the Agency staff.

The HR Assistant in Unit D2 informs the PMO by way of a standard email via the functional mailboxes '[PMO AGENCES ALLOCATION](#)' and '[PMO AGENCIES SALARIES](#)' to allow PMO to determine the payments following the event of death of a staff member and encode this information in Sysper 2. In order to inform the Joint Sickness Insurance Scheme, the same e-mail is sent to the 'PMO RCAM BRU AFFIL' functional mailbox. This e-mail shall contain only the name, surname, personnel number and the death date of the agent.

To conclude any payment, the HR Assistant in Unit D2 contacts the staff member's family to ask for the necessary documents, like a copy of the death certificate, a copy of the funeral expenses to be reimbursed and a copy of the details of the notary handling the estate. Also, the 'Legal Entities' and 'Financial Identification' forms (Annex 11 and Annex 12) of the legitimate heirs may be requested for any future payments.

5. Invalidity:

Invalidity occurs when the Invalidity Committee issues a decision stating that a staff member covered by the Staff Regulations is incapacitated and cannot perform his/her duties any longer.

The Invalidity Committee (made up of three doctors) meets either:

- at the request of the person concerned; or
- at the request of the Appointing Authority (ERCEA Director), if the person's absences over the past three years have reached a total of one (1) year.

The Medical Service (Commission DG HR) manages the invalidity procedure but it is the ERCEA Director who takes the final decision. PMO 4/Invalidity allowances will take over the administrative file in order to calculate the invalidity allowance of the staff member. The Medical Service Invalidity procedure is attached (Annex 13).

All communication between the medical service and the ERCEA Director is done via ARES and does not include any medical data. The ERCEA only processes the following data: Name, Surname, period of the staff member's absence.

10/ STORAGE MEDIA OF DATA

- Ares:

- **Resignation:** for the circulation of the resignation letter
- **Retirement:** for the circulation of the retirement letter
- **End of Contract:** for the notification to the staff member about the end of his/her contract
- **Death:** n/a
- **Invalidity:** correspondence between the medical Service and the ERCEA Director

- Sysper2:

- **Resignation:** for encoding the end of service by ERCEA Unit D2
- **Retirement:** for encoding the end of service by PMO4
- **End of Contract:** n/a
- **Death :** for encoding the end of service by PMO 4 and PMO1
- **Invalidity:** for encoding the end of service by PMO4 and PMO1

- E-mail system:

- **Resignation:**
for sending the departure leave absence form to PMO,
for informing the end of service to GECCO , DMO, GBI, DG HR/B1,
for sending the hand-over file to DMO and DMO Deputy,
for sending the 'Leaving Form– TA and CA leaving the ERCEA' to ERC MAIL
- **Retirement:**

for sending the Letter of Retirement and the Fiche de Transmission Mediateur European to the PMO4

for sending the departure leave absence form to PMO,
for informing the end of service to GECCO , DMO, GBI, DG HR/B1,
for sending the hand-over file to DMO and DMO deputy,
for sending the 'Leaving Form– TA and CA leaving the ERCEA' to ERC MAIL

- **End of Contract:**

for sending the departure leave absence form to PMO,
for informing the end of service to GECCO , DMO, GBI, DG HR/B1,
for sending the hand-over file to the DMO and DMO deputy,
for sending the 'Leaving Form– TA and CA leaving the ERCEA' to ERC MAIL

- **Death**

for informing the ERCEA staff members
for informing the the Joint Sickness Insurance and the PMO

- Paper files stored in the personal file:

- **Resignation:** the resignation letter, the hand-over file, the Leaving Form TA and CA leaving the ERCEA
- **Retirement:** the Retirement Decision
- **End of Contract:** n/a
- **Death:** the Death Certificate, a copy of the funeral expenses to be reimbursed, copy of the details of the notary handling the estate, the "Legal Entities" and "Financial Identification" forms of the legitimate heirs, if applicable
- **Invalidity:** n/a

- Electronic Storage Device (Shared Drive):

- **Resignation:** for filing the resignation letter, the hand-over file, the Leaving Form TA and CA leaving the ERCEA
- **Retirement:** for filing the Retirement Decision
- **End of Contract:** n/a
- **Death:** for filing the Death Certificate, a copy of the funeral expenses to be reimbursed, copy of the details of the notary handling the estate, "Legal Entities" and "Financial Identification" forms of the legitimate heirs, if applicable
- **Invalidity:** n/a

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

- **Commission Decision 2008/37/EC of 14 December 2007 setting up the ERCEA for the management of the specific Community Programme Ideas in the field of frontier research in application of Council Regulation (EC) No 58/2003;**

- **Commission Decision C/(2008) 5694 of 8 November 2008 delegating powers to the ERCEA with a view to performance of tasks linked to implementation of the Specific Programme Ideas in the field of research comprising in particular implementation of appropriations entered in the Community budget;**

- **Staff Regulations of Officials and the Conditions of Employment of Other Servants;**

- **Decision of 26/06/2012 of the Steering Committee of the ERCEA (StC260612/5) on general implementing provisions on the procedures governing the engagement and the use of contract**

staff at the European Research Council Executive Agency: Staff Regulations of Officials and the CEOS, and in particular Articles 82, 84, 85 and 86 of the CEOS;

- Decision of 18/07/2012 of the Steering Committee of the ERCEA (StC260612/5) on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the ERCEA under the terms of Articles 3a of the said Conditions;

- Decision of 14/12/2009 of the Steering Committee (StC191009/3c) "Comité de Direction relatif aux procédures régissant l'engagement et l'emploi des agents temporaires dans l'agence exécutive du conseil européen de la Recherche";

- Resignation:

Articles 47 and 48 and 119 of the Conditions of Employment of Other Servants of the European Community (CEOS).

ERCEA Resignation procedure dated 05/10/2012 (Ares(2012)1173054).

- Retirement:

Retirement pension - Articles 52, 77, 81 and 83 of the Staff Regulations; Articles 2 - 11 and 40 of Annex VIII to the Staff Regulations

Invalidity allowances - Articles 53 and 78 of the Staff Regulations; Articles 13 - 15 of Annex VIII to the Staff Regulations

Survivor's pension - Articles 70, 79 – 81a of the Staff Regulations; Articles 17 - 29 of Annex VIII to the Staff Regulations

- End of contract:

Articles 28a, 96 of the Staff Regulations

Regulation 780/2009 on unemployment allowance for former temporary/contract staff

European Commission rules laying down the detailed arrangements for applying the provisions relating to the grant of the unemployment allowance to members of the temporary staff pursuant to Article 28a(10) of the Conditions of Employment of Other Servants

- Death:

Articles 70 and 79-81a of the Staff Regulations

Articles 81 and 83 of the Staff Regulations

Articles 17-29 of Annex VIII of the Staff Regulations

Articles 40 and 45 of Annex VIII of the Staff Regulations

- Invalidity:

Articles 77, 81 and 83 of the Staff Regulations

Articles 53 and 78 of the Staff Regulations

Articles 70, 79-81a of the Staff Regulations

Articles 13 à 15 of Annex VIII of the Staff Regulations

Articles 17 à 29 of Annex VIII of the Staff Regulations

Articles 40 and 45 of Annex VIII of the Staff Regulations

[Please note that the European Commission's Staff Regulations, which are applied by the ERCEA by analogy, and the CEOS are not attached to this notification as they are already available to the EDPS.]

The processing operation is lawful based on Article 5.1.(a) of Regulation (EC) 45/2001 "processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or other legal instruments adopted on the basis thereof or in the legitimate exercise of official authority vested in the Community institution or body or in a third party to whom the data are disclosed".

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENT TO WHOM THE DATA MIGHT BE DISCLOSED

- **Resignation, retirement and end of contract:**

The staff member concerned, ERCEA Director, Head of Unit or hierarchical superior of the staff member, Unit D2 HR Assistant, possibly the Head of Unit D2.

The services of ERCEA GECO, ERCEA DMO (and Deputy), ERCEA GBI and the Commission's services PMO, HR/B1 (special ID office) as well as staff that has access to Sysper 2.

In the case of the Leaving Form for Temporary and Contractual Agents: staff of ERCEA in charge of: office supplies, library services, central archives, business credit card, logistics, Document Management Officer (DMO) and GBI.

- **Death:**

ERCEA staff members, ERCEA Director, Head of Unit or hierarchical superior of the staff member concerned, Unit D2 HR Assistant.

The services of ERCEA GECO, ERCEA DMO (and Deputy) and ERCEA GBI as well as the Commission's PMO service and staff with access to Sysper 2.

- **Invalidity:**

The staff member concerned, ERCEA Director, Head of Unit or hierarchical superior of the staff member concerned, te HR D2 HR Assistant.

The services of ERCEA GECO, ERCEA DMO (and Deputy) and ERCEA GBI as well as the Commission's PMO service and staff with access to Sysper 2.

- **General:** Personal data is transmitted for determining the financial rights of staff leaving the services and ensuring the continuous functioning of the ERCEA. Recipients are the PMO and DG HR of the European Commission (which includes the medical service).

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

- **ARES:**

Twice a year personal files of staff members who left the Agency are closed after it has been verified that no additional document has to be registered.

- **Sysper2:**

see Commission DPO notification no. 127.5 on the use of Sysper HR.

- **Paper Files stored in the personal file:**

The personal file is kept for eight (8) years after the extinction of all rights of the person concerned and of any dependants, and for at least 120 years after the date of birth of the person concerned.

- **Other:** When the exercise to close the personal files in ARES is launched, the same exercise is done for paper binders, emails kept by HR Assistants in their computers and the personal folders for each staff member on the shared drive.

The HR Assistants in Unit D2 in charge of the administration of the file of a staff member save any important related e-mails in the personal folder of the staff member concerned on the shared drive and delete the rest from their computer. These personal folders will then be then closed, meaning that the related folder per staff member will be kept only for consultation purpose.

The folder will be deleted latest ten (10) years following the end of service of the staff member. As the Staff Regulations do not foresee a time limit to request the payment of certain individual rights, such as the installation allowance and the resettlement allowance, the folder has to stay available to the Agency during this period to react to any such request being introduced by a former staff member.

The folder is accessible only to the HR Assistants in Unit D2 in charge of the management of personal files who will access the file only upon receipt of a such a request by the former staff member concerned.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

(Please, specify the time limits for every category, if applicable)

As per the ERCEA Implementing rules of Regulation 45/2001, Article 13.1: "Further to their right to be appropriately informed about any processing of their personal data, data subjects may approach the relevant Controller to exercise their rights pursuant to Articles 13 to 19 [which include the right to block and erase] of the Regulation, as specified below:[...] c) The Controller shall, at any time within three calendar months of receipt of the request, grant access pursuant to Article 13 of the Regulation by enabling the data subject to consult these data on-site or to receive a copy thereof, according to the applicant's preference."

In case a data subject claims his/her data is inaccurate or incomplete, the HR unit will immediately verify the accuracy or completeness of the data and take a decision as soon as possible.

14/ HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification.

Not applicable

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

Not applicable

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING (*Please describe*):

As part of the **end of contract** related termination of service for the ERCEA, a decision not to renew the contract of the staff member may have to be taken.

In the case of **invalidity**, the data subject, or her/his physical/psychological aptitudes/condition are subject to analysis by a professional physician, some information is processed by the ERCEA HR services and a decision on the future of the staff member in the Agency has to be taken by the ERCEA Director.

In the course of **death** related termination of service for the ERCEA, the HR department processes information linked to the death of a staff member, such as a death certificate.

The documents used in all five scenarios related to the end of service (resignation, retirement, end of contract, death and invalidity) are used to determine the rights of the staff members in these cases only.

AS FORESEEN IN:

X¹ Article 27.2.(a) ✓

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

X¹ Article 27.2.(b) ✓

Processing operations intended to evaluate personal aspects relating to the data subject,

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

X¹ Article 27.2.(d) ✓

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

Other (general concept in Article 27.1)

17/ COMMENTS

Since the processing operations have already been established, the present notification concerns an ex-post prior check.

DATE OR PERIOD OF THE BEGINNING OF THE PROCESSING OPERATIONS:

- **Resignation: 15/02/2009 first case handled by the ERCEA.**
- **Retirement: 31/03/2012 first case handled by the ERCEA.**
- **End of Contract: 16/05/2012 first case handled by the ERCEA.**
- **Death: 17/08/2010 first case handled by the ERCEA.**

- **Invalidity: no case has been handled by the ERCEA so far.**

LIST OF ATTACHMENTS:

Annex 1: Resignation Procedure

Annex 2: Resignation – Privacy Statement

Annex 3: Resignation Letter

Annex 4: Memorandum of Understanding signed on 23/06/2011 between ERCEA and DG DIGIT, Ref. DIGIT - 00111 - 3)

Annex 5: 'Departure Leave Absence' form

Annex 6: Service Level Agreement between PMO and ERCEA between the Office de Gestion et Liquidation des Droits Individuels (PMO) and the Agence Executive du Conseil européen de la recherche (ERC EA) signed on 13 May 2008

Annex 7: Handover form

Annex 8: Leaving Form–For TA ad CA leaving the ERCEA

Annex 9: Letter of Retirement

Annex 10: Fiche de Transmission Mediateur Europeen

Annex 11: Legal Entities

Annex 12: Financial Identification form

Annex 13: Medical Service Invalidity Procedure

Annex 14: Practical Guidelines processing of personal data in the Unit D.2

Annex 15: Declaration signed by HR agents entrusted with the access to HR archives

Annex 16: Declaration signed by ERCEA agents temporary entrusted with certain HR file

Annex 17: Declaration to be signed by the ERCEA agents dealing with Health Data and/or Administrative Information linked to Health

Annex 18: Service Level Agreement concerning the collaboration between the Directorate-General for Human Resources and Security of the European Commission (DG HR) and the European Research Council (ERCEA), dated 03/02/2012

Annex 19: Rules laying down the detailed arrangements for applying the provisions relating to the grant of the unemployment allowance to members of the temporary staff pursuant to Article 28a(10) of the conditions of employment of other servants (currently under review by the Commission)

Annex 20: SPS on pensions

Annex 21: SPS on the invalidity

PLACE AND DATE: BRUSSELS, 12/10/2012

DATA PROTECTION OFFICER: KOLLOCZEK, NADINE

INSTITUTION OR BODY: ERCEA