



INFORMATION NOTICE ON THE PROTECTION OF PERSONAL DATA

Everyone has the right to the protection of personal data.

The processing of personal data by the institutions, bodies, offices and agencies of the European Union is governed by Regulation 2018/1725 (OJ 2018 L 295, p. 39).

This notice explains how and why your data are used in the context of the processing operation concerned.

EX ANTE AND EX POST VERIFICATION

Who is the data controller?

The data controller is the Director of the Budget and Financial Affairs. The processing department is the Financial Assistance, Budget and Verification Unit.

Why do we need your data?

Some of your data need to be processed in order for the Court to comply with its obligations under the Financial Regulation¹ applicable to the general budget of the European Union, which, in order to prevent errors and irregularities, requires that each operation be subject to an ex ante control before its authorisation. The Financial Regulation also provides that the authorising officer by delegation may put in place ex post controls to detect and correct errors and irregularities of operations after they have been authorised.

Ex ante and ex post controls are also required in respect of files relating to the establishment of rights of staff which have a financial impact.

Lastly, information concerning the files processed by each verification agent and controlling times are processed in order to enable monitoring of ex ante control activities.

¹ 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 (OJ L 193, 30.7.2018, p. 1).



The code of professional standards for staff designated to verify financial operations² provides, in Article 3, that 'ex ante verification agents are accountable to the authorising officer by delegation and the authorising officers by subdelegation for verifying all operations associated with budget implementation procedures regarding income and expenditure prior to such officers' authorisation of such operations' (paragraph 1), and that ex post verification agents undertake 'to carry out ex post checks of budgetary operations, which may be organised on a sample basis depending on the risk, ensuring that the sample used covers all the risk areas identified, on the basis of a work programme approved by the authorising officer by delegation, which takes into account the results of previous controls and cost effectiveness and performance considerations.' (paragraph 7).

The Court's ex ante and ex post verification services are centralised within the Budget and Financial Affairs Directorate.

How did we receive your data?

We obtained your data from the human resources management system, from your personal file, from the financial and accounting system and from the department responsible for handling the file that is subject to ex ante and ex post controls.

Who has access to your data?

Paper documents and electronic files created for the purpose of controls and which are essential in the context of verification activities and involve the processing of personal data will be accessible to verification staff in the Budget and Financial Affairs Directorate and to their managers. The department involved in ex post verification may also request detailed information in relation to the controls carried out.

Access to personal information available online, via the human resources management system and via the financial and accounting system, is restricted to duly authorised staff responsible for verification.

Information concerning the files controlled by each verification agent and processing times are only accessible by the agents' superiors as well as by colleagues in charge of data extraction.

² Decision of the Administrative Committee of the Court of Justice of the European Union of 31 March 2004 approving the code of professional standards for staff designated to verify financial operations, last amended by decision of the Administrative Committee of 28 January 2019.



How long are your data stored for?

Paper documents and electronic files created for the purpose of controls and which are essential in the context of verification activities and which contain personal data will be kept for a maximum period of 10 years.

What are your rights?

In accordance with the applicable rules, you have the right to request from the data controller access to and, if necessary, rectification or erasure of your data or restriction of processing.

You are also entitled to object to the processing of your data on grounds relating to your particular situation.

How do you exercise your rights? Whom to contact?

You can contact the data controller (the Director of the Budget and Financial Affairs) as follows:

Email: dataprotection_finance@curia.europa.eu

Postal address: Court of Justice of the European Union
Budget and Financial Affairs Directorate
Financial Assistance, Budget and Verification Unit
Rue du Fort Niedergrünwald
L - 2925 Luxembourg

We shall answer your request as soon as possible and, as a rule, within one month. That period may be extended if necessary.

You can also contact the Data Protection Officer of the Court of Justice of the European Union: DataProtectionOfficer@Curia.europa.eu

European Data Protection Supervisor

You have the right to lodge a complaint with the European Data Protection Supervisor if you consider that the processing of personal data concerning you does not comply with Regulation (EU) 2018/1725.

