

**ANNEX 2 TO NOTIFICATION HR4
MANAGEMENT OF ADMINISTRATIVE INQUIRIES AND DISCIPLINARY PROCEDURES**



Declaration of confidentiality and absence of conflict of interests

Reference: Administrative inquiry No [...] / Disciplinary procedure No [...]

I, the undersigned, _____, having been appointed [tick as appropriate]

- member of the investigation team
- member of the disciplinary board

for the above mentioned procedure, declare that, to my knowledge, I have no conflict of interest with the person subject to the above mentioned procedure.

There is a conflict of interest where the impartial and objective exercise of the functions of any other person is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

I confirm that, if I discover during the investigation that such a conflict exists, I will declare it immediately to the responsible EEA staff member(s).

I also confirm that I will keep all matters entrusted to me confidential. I will not communicate any confidential information that is revealed to me or that I have discovered or any information relating to the views expressed during the investigation. I will not make any adverse use of information given to me.

Furthermore, I confirm that I will process the personal data supplied by the data subject and/or other parties involved in the investigation only for the purposes for which they are transmitted and that I will not collect and process data that are irrelevant or excessive to what is requested for the purpose of the investigation in compliance with Articles 4(1) (c) and 7(3) of 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. I acknowledge that the principles of necessity and proportionality under Article 4(1) (c) of Regulation (EC) No 45/2001 are applicable not only to the reports on administrative enquiry or disciplinary procedure, but also to the disciplinary board reports referred to in Article 15 of Annex IX to the Staff Regulations.

I also acknowledge that I shall avoid processing any sensitive data as defined in Article 10(1) of Regulation (EC) No 45/2001 unless it is strictly authorised by any of the exceptions provided in Article 10(2), 10(4) and 10(5) of that regulation. I acknowledge that similarly I shall avoid processing any traffic data as defined in Article 37 of Regulation (EC) No 45/2001

unless in very exceptional circumstances where no other less invasive method could be used and after the EEA Data Protection Officer is consulted on the matter. In such cases, I acknowledge that traffic data which are strictly necessary shall be processed in strict compliance with the provisions of Articles 20 and 36 of Regulation (EC) No 45/2001.

Signature: _____

Date: _____