



**EUROPEAN COMMISSION**  
**DIRECTORATE-GENERAL**  
**HUMAN RESOURCES AND SECURITY**  
Directorate HR.DDG.B - Talent Management & Diversity  
**Career Management & Mobility**

Brussels, **14 JAN. 2016**  
HR-B.4/BB/hr.b.4.002(2016)

Your Excellency,

The European Commission is looking for national experts (SNE) to be seconded to the Directorates-General. You will find enclosed the profiles of the experts required. I would be grateful if you could forward the vacancy notices with the attached privacy statement to the various relevant Ministries in order to publish and generate possible applications.

Candidates should draft their CV in English, French or German according to the European CV form (either in Word or in PDF format) which can be found at the following link: <http://europass.cedefop.europa.eu/en/home>.

Each candidate should specify the reference of the vacancy notice: DG and Unit (ex. ADMIN.B.4).

Only applications sent **by the Permanent Representation**, exclusively to the mailbox [HR-RP@ec.europa.eu](mailto:HR-RP@ec.europa.eu), will be taken into consideration.

The deadlines for sending in applications are indicated in the table hereafter (either normal 2-months publications or shortened 1-month publications).

I would like to draw your attention to the strict respect of the indicated deadlines.

Yours faithfully,

Christian LEVASSEUR  
Acting Head of Unit

Encl.: Table, privacy statement and vacancy notice(s)

SNE vacancy notices

Ref.	Deadline	Cost-free SNE	Comment
AGRI-E-3	25/02/2016		shorter notice
AGRI-H-4	29/03/2016		
CNECT-E-3	29/03/2016		
DEVCO-A-3	29/03/2016	cost-free	
DEVCO-B-7	29/03/2016		
DGT-B-PL	29/03/2016		
ECFIN-B-1	29/03/2016		
ECFIN-D-1	29/03/2016		
ECFIN-E-3	29/03/2016		
EMPL-G-4	29/03/2016		
ENV-A-2	29/03/2016		
FISMA-C-4	29/03/2016		
FISMA-E-3	29/03/2016		
FPI-3	29/03/2016	cost-free	
HOME-B-4	29/03/2016		
HOME-D-3	25/02/2016		shorter notice
TRADE-E-1	29/03/2016		

**Specific Privacy Statement concerning secondments of  
National Experts and National Experts in Professional Training (SNEs and NEPTs)  
to the European Commission**

**1. Introduction**

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, Regulation (EC) N°45/2001<sup>1</sup>, 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, is applicable.

**2. Why do we process your data?**

A secondment of a national expert (SNE or NEPT) requires the Commission to process personal data of the concerned person.

The processing of your personal data aims also at verifying your identity, establishing your financial rights and your access card to the Commission buildings.

If any document is inexact, incomplete or missing, the secondment may be cancelled.

The legal basis for processing of your data is Commission decision C(2008)6866 laying down the rules applicable to the secondment of national experts and national experts in professional training to the Commission.

**3. Which data do we collect and process?**

- Your full name, address, gender, nationality, date and place of birth
- Data concerning your education and professional experience
- Data relating to linguistic and IT skills
- Data relating to your civil status, dependent persons and family members
- Data relating to an eventual handicap (in order to put in place the necessary working arrangements)

**4. How long do we keep your data?**

Data concerning SNEs is kept by unit HR.B4 for 10 years after the start of the secondment. The data of not selected or not seconded candidates are kept for 2 years and then destroyed.

Data concerning NEPTs is kept by unit HR.B.4 for 5 years after the start of the secondment. The data of non-selected candidates is kept for six months and then destroyed.

**5. How do we protect your data?**

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Commission or of its contractors; the operations of which abide by the European Commission's security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission;

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition

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<sup>1</sup> Regulation (EC) N° 45/2001 (OJ L8 of 12/01/2001).

of Directive 95/46/CE.

**6. Who has access to your data and to whom is it disclosed?**

- Unit HR.B.4 in DG HR and local HR units of the different DGs who select among candidate SNEs and candidate NEPTs;
- DG BUDG and Paymaster's Office in order to make necessary payments.
- The Security Directorate for the establishment of your access card

**7. What are your rights and how can you exercise them?**

According to Regulation (EC) n°45/2001, you are entitled to access your personal data and rectify and/or block it in case the data is inaccurate or incomplete. You can exercise your rights by contacting the data controller, or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given at point 8 below.

In case of data concerning specifically the selection process, you may exercise your right of access to data by applying to the hosting DG (where such vacancy was published).

**8. Contact information**

HR Data Protection Coordinator via the functional mailbox HR DATA PROTECTION COORDINATOR or, from outside the Commission:  
[HR-DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:HR-DATA-PROTECTION-COORDINATOR@ec.europa.eu)

The Commission's Data Protection Officer via the functional mailbox DATA PROTECTION OFFICER or, from outside the Commission:  
[DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)

You can also send complaints to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

**9. Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link : <http://ec.europa.eu/dpo-register>

This specific processing has been notified to the DPO with the following reference: DPO-889.