EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data

Processing operation: Declaration on the protection of personal data in connection with a selection procedure for temporary agents for posts other than management and advisory posts.

Data controller: DG Human Resources and Security - Unit HR.DDG.B.1'Selection, Recruitment & End of Service'

Record reference: DPR-EC-01728.1

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reasons for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information relating to the processing operation 'Selection procedures for temporary agents organised by the European Commission for posts other than management and advisory posts.' undertaken by DG Human Resources Unit HR.DDG.B.1, 'Selection, Recruitment & End of Service', is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information to organise or assist the Directorates-General (DGs) with the selection of temporary agents with a view to constituting a list of suitable candidates best matching the profile set out in the call for expressions of interest. The selection procedures can be carried out by DG HR with the relevant services of the requesting DG(s) only, or with the support of an Account Management Centre (AMC) or the European Personnel Selection Office (EPSO).

Following publication of a call for expressions of interest for the selection of temporary agents, candidates send their application pack by e-mail to a dedicated functional mailbox created by the relevant services of the requesting DG(s) or, where applicable, the AMC, or via EPSO's secure electronic platform, usually when the selection procedure is organised with the support of EPSO.

In all cases, an individual file is created for each candidate. This file comprises:

- the application pack, containing the duly completed application form; a CV, if required; a motivation letter, if required; where applicable, the additional information provided by the candidate in the 'Talent Screener' section;
- copy of an official document proving citizenship (identity card or passport); copy of the diploma(s) or certificate(s) of the required level of education; copies of documents proving relevant professional experience;
- the assessment sheets for the application file and the candidate's performance in the tests to which he or she has been invited;
- correspondence with the candidate.

When the selection procedure includes computer-based and/or assessment centre tests, the subsets of the candidates' personal data may also be processed using IT applications owned and/or operated by EPSO's sub-contractors acting as data processors, in line with the rules and within the limits set by the applicable framework contracts.

The selection committee processes the candidates' files (which include identification and admissibility data on the candidates), drafts the reasoned report and compiles the list of successful candidates, but does not store them.

The Recruiter Portal is used to manage the lists of successful candidates and can be accessed within the EU bodies and institutions by HR management staff. At the Commission, these are: DG HR, AMCs, HR Business Correspondents, management staff and other members of the institution's staff who have obtained access to the Recruiter Portal as part of a recruitment procedure for seeking and selecting candidates with a view to recruitment.

Your personal data will not be used for automated decision-making including profiling.

3. <u>On what legal ground(s) do we process your personal data?</u>

We process your personal data, because:

processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

Processing has the following legal basis:

- Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community;
- Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary agents.

4. <u>Which personal data do we collect and further process?</u>

In order to carry out this processing operation, Unit HR.DDG.B.1 'Selection, Recruitment & End of Service' collects the following categories of personal data:

- Personal data identifying the candidates: first name(s), family name(s) at birth, date of birth, sex, nationalities, main language, identification document type and number, copy of the identification document containing all personal data, national ID number, e-mail address, selection procedure number, secret identification number allocated for the anonymous marking of tests, 'eligibility identification number' used for identification during computer-based tests.

- When the selection takes place with the support of EPSO, personal data relating to the use of the candidates' EPSO accounts: user identification code, number, username, login, password, user visits log.

- Candidates' personal data needed to allow them to be contacted, and for the practical organisation of tests: address, post code, town/city, country, telephone number(s),correspondence languages, test languages; Data provided by the candidates concerning specific needs (particularly any health issues and/or disabilities); Data concerning family, social and professional relationships liable to constitute a conflict of interest.

- Candidates' personal data needed for the assessment in the light of the eligibility and/or selection criteria established by the call for expressions of interest, and for assessing the candidates' motivation: training, details of professional experience, technical expertise and skills, language skills.

- The results obtained by the candidates at the various stages of the selection process, and the data relating to the evaluation of candidates' qualifications, skills and competences (scores and, where applicable, observations of the selection committee).

The provision of personal data is mandatory to meet the requirements for recruitment laid down in the Conditions of Employment of Other Servants of the European Union.

5. How long do we keep your personal data?

The European Commission only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, as follows:

- the files of candidates on the list of suitable candidates are kept by Unit HR.DDG.B1 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files.
- the files of candidates on the list of suitable candidates but not recruited by the Commission are kept for two years, as from the date on which the list is closed;
- the files of candidates not included on the list of suitable candidates are kept for five years, as from adoption of the reserve list;
- candidates' data supplied in an application that was not validated in time are kept for one year as from the closing date for applications for the selection procedure;
- files documenting the organisation of procedures for the selection of temporary agents are kept for five years as from the date on which the reserve list is closed.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. The organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. When the selection is organised with the support of EPSO, see record DPR-EC-01154.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is granted to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the 'need to know' principle. Such staff abide by statutory and, where required, additional confidentiality agreements.

The selection committee, Unit HR.DDG.B.1, the AMC staff in charge of the selection procedure, the staff of the requesting DG(s) in charge of the selection procedure and EPSO can therefore access the data deemed necessary for carrying out this processing operation.

In addition:

• Within the EU institutions, HR management staff (for the Commission, DG HR, the AMCs, HR Business Correspondents), management staff and other institution staff members who have obtained access to the Recruiter Portal as part of a recruitment procedure have access to the Recruiter Portal to search for and select candidates for recruitment.

• The EU courts and the Commission's Legal Service can access data deemed necessary in relation to a request or an administrative complaint under Article 90(1) or (2) of the Staff Regulations and/or an appeal before the EU courts. OLAF, IDOC, IAS, the European Court of Auditors and the staff of the European Ombudsman can access data deemed necessary for specific cases or audits.

• EPSO contractors tasked with the practical organisation of certain tests. The data provided to contractors are limited in terms of time and their scope of application, and are aimed solely at addressing the specific objective of identifying assessment centre candidates and managing test variants.

The information we collect will not be given to any third party, except to the extent and for the purpose that may be required by law.

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

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

Data on admissibility criteria cannot be changed after the closing date for applications. The right of rectification cannot be exercised after the closing date for applications, insofar as this could influence the outcome of the selection procedure.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under point 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their record reference(s) as specified under point 10 below) in your request.

9. Contact information

- **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.DDG.B.1 of HR-B1-GDPR@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where can you find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: http://ec.europa.eu/dpo-register

This specific processing operation has been included in the DPO's public register with the following Record reference: DPO-1964-2/DPR-EC-01728.1- *Selection procedures for temporary agents organised by the European Commission for posts other than management and advisory posts.*