



EUROPEAN DATA PROTECTION SUPERVISOR

## *SELECTION OF STAFF*

### **DATA PROTECTION NOTICE**

The European Data Protection Supervisor ('EDPS') processes your personal data for the purposes of selecting staff for the EDPS Secretariat and the EDPB Secretariat.

Your personal data is processed in accordance with [Regulation \(EU\) 2018/1725](#) (hereinafter 'the Regulation').

We provide you with the information that follows based on Articles 15 and 16 of the Regulation.

#### **Who is the controller?**

The **controller** is the **European Data Protection Supervisor** (EDPS). For more information on the EDPS please consult our website: <https://edps.europa.eu>.

Postal address: Rue Wiertz 60, B-1047 Brussels  
Office address: Rue Montoyer 30, B-1000 Brussels  
Telephone: +32 2 283 19 00  
Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

Responsible department or role:  
Human Resources, Budget, Administration (HRBA) Unit  
Contact us: [edps-selections@edps.europa.eu](mailto:edps-selections@edps.europa.eu)

Contact form for enquiries on processing of personal data to be preferably used:  
[https://www.edps.europa.eu/about-edps/contact\\_en](https://www.edps.europa.eu/about-edps/contact_en).

In order to collect the job applications, the EDPS uses [EUSurvey](#). In this context, the EDPS is responsible for the parametrisation of the EUSurvey form and the processing of personal data collected via the form, including documents.

The European Commission (EC) - Informatics (DIGIT.DDG.D.1) is the **processor** for the EUSurvey web-based interface and the hosting of the data collected. For more information, please consult the [record on EUSurvey](#) (DPR-EC-01488.1) and the related [privacy statement](#).

Contact: [DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu)

The EUSurvey form can be accessed via EU-login. The EC - Informatics (DIGIT.DDG.D.3) is **controller** for processing of personal data via EU-login. For more

information, please consult the applicable EC [record](#) (DPR-EC-03187.1).

Contact: [DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu)

## **What personal data do we process and who has access to this personal data?**

### Categories of personal data processed

The following categories of personal data are processed in the context of the above-mentioned selection procedures:

- **Data identifying the applicant:** full name; gender; nationality; date and place of birth; and applicant's contact details, such as, e-mail address; telephone number; mobile telephone number; fax number; postal address.
- **Data derived from the candidate's application:** CV and motivation letter. Other supporting documents submitted, namely, the current entity where the candidate is in assignment, or the candidate's current employer, such as an EU institution, body and agency (EUI) in the case of an inter-institutional applicant, or the candidate's current institution/company and department in case of external applicants. Other information processed includes, the candidate's country of residence; as well as function group; grade; step; seniority in their current job; type of post of the person, type of post of the current job. In the case of AST officials applying for AD vacancies, information related to certification procedure, if applicable.
- **Documents requested in the vacancy notice to verify whether the application is admissible or not:** a curriculum vitae; a cover letter or motivation letter. Other supporting documents submitted by candidates, including information on their education; competencies and language skills; diplomas and certificates; professional experience (including names of previous and current employers, duration of employment, level of responsibility); their last two staff evaluation reports, and a certificate proving the applicant's status and grade in case of inter-institutional transfers. Applicants may, on their own initiative, send documents such as, letters of recommendation, certificates showing language competences, etc.
- **personal data contained in the evaluation grid filled in by the selection panel:** name, surname of the interviewed candidates, date of the interview, assessment of each selection criteria (marks and general comments on each interviewed candidate's performance), final outcome.

This personal data comes from the candidate's application (the application form submitted via the EUSurvey; the CV; the motivation letter); the evaluation grid filled in after each selection interview and any other supporting documents submitted.

In general, no special categories of personal data (Article 10 of the Regulation) are processed. However, if candidates communicate health data relating to special needs (e.g. regarding physical access to buildings and physical mobility, any other disability), then such information is also processed for the purposes of organising the logistics of the interviews conducted by a selection panel.

### Access to personal data

Your personal data is accessed and processed by the staff members of the HRBA Unit in charge of the selection procedure and the members of the selection panel.

The members of the selection panel are as follows:

- For selection procedures of **non-managerial positions**: the relevant Head of Unit or and/or her/his Deputy, the EDPS' and/or EDPB's staff members appointed as members of the panel or appointed as observers;
- For selection procedures of a **Head of Unit or equivalent positions**: the Secretary-General of the EDPS, the EDPS' and/or EDPB's staff members appointed as members of the panel or appointed as observers;
- For selection procedures of **Director and Director-General, or equivalent positions**: the Supervisor; a Rapporteur as external member of the EDPS; as well as other external members to the EDPS appointed as members of the selection panel or appointed as observers.

### **Where did we get your personal data?**

Personal data is collected from your application, submitted by you (generally, via your application file provided).

### **Why do we process your personal data and under what legal basis?**

Your personal data is processed for the purpose of selecting staff for the EDPS Secretariat and the EDPB Secretariat. For general information on our selection and recruitment procedures, please consult [https://edps.europa.eu/careers\\_en](https://edps.europa.eu/careers_en).

The lawfulness of this processing activity is based on Article 5(1)(a) of the Regulation (*'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'*). Recital 22, second sentence applies too.

The legal basis of the procedure is:

- the Staff Regulations (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU (particularly Art. 12-15);
- the Decision of the EDPS of 4 November 2020 adopting general implementing provisions relating to the engagement and the use of contract staff.

### **How long do we keep your personal data?**

The time-limits for storing the data are as follows:

- the information submitted via EUSurvey will be stored in EUSurvey until the closure of the recruitment process for the vacancy. In addition, the information will be stored in a secured folder on our corporate drive, starting from the end of the application period. After the end of the recruitment process, the information will be deleted from EUSurvey.
- 2 years after the closure of the selection process for applicants not recruited, or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered
- 10 years from the end of the period worked by a recruited applicant
- 6 months after submission for spontaneous applications
- special categories of personal data falling under Article 10 of the Regulation (e.g., health data), if communicated by the candidate (as mentioned above), are stored until the end of the selection process, then they are deleted

### **What are your rights regarding your personal data?**

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. You have the right to ask

that we delete your personal data or restrict its use.

Please note that in certain cases, as provided in Article 25 of the Regulation (EU) 2018/1725, restrictions of data subjects' rights may apply.

We will consider your request, take a decision and communicate it to you. The time limit for treating your request is one (1) month. This period may be extended by two (2) further months where necessary, taking into account the complexity and the number of the requests. In those cases, the EDPS will inform you of the extension within one (1) month of receipt of your request and will provide reasons for the delay.

You can send your request to the EDPS via our contact form on the EDPS website or by post in a sealed envelope (see section on contact details below).

### **Automated decision-making**

Your personal data is not subject to automated decision-making.

### **You have the right to lodge a complaint**

If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the EDPS DPO (see section on contact details below).

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).

### **Contact details for enquiries regarding your personal data**

We encourage you to contact us using the EDPS contact form, selecting 'My personal data' as the relevant subject: <https://edps.europa.eu/node/759>.

If you wish to contact the EDPS DPO personally, you can send an e-mail to [DPO@edps.europa.eu](mailto:DPO@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO.

EDPS postal address: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

You can also find contact information on the EDPS website: [https://edps.europa.eu/about-edps/contact\\_en](https://edps.europa.eu/about-edps/contact_en).