

## EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
<b>Recruitment of Staff and Trainees</b>		
1.	Last update of this record	<b>26/11/2018</b>
2.	Reference number	<b>02</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a>  <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels  <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels  <b>Telephone:</b> +32 2 283 19 00  <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Responsible department or role:            HRBA Unit            For officials and contract agents: <a href="mailto:edps-individualrights@edps.europa.eu">edps-individualrights@edps.europa.eu</a>            For trainees: <a href="mailto:edps-stage@edps.europa.eu">edps-stage@edps.europa.eu</a></p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a></p>
4.	Name and contact details of DPO	<a href="mailto:edps-dpo@edps.europa.eu">edps-dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	<p>For recruitment:</p> <p>The European Commission (EC) carries out tasks and manages information systems supporting the recruitment process. Specifically the following offices, services and Directorates general of the EC are involved:</p>



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		<p>PMO (<a href="mailto:PMO-BRU-ENTRY-INTO-SERVICE@ec.europa.eu">PMO-BRU-ENTRY-INTO-SERVICE@ec.europa.eu</a>), tasked to define the individual rights of the staff members.</p> <p>Medical Service (<a href="mailto:HR-MEDICAL-RECRUITMENT@ec.europa.eu">HR-MEDICAL-RECRUITMENT@ec.europa.eu</a>), tasked to assess the health fitness of the candidate)</p> <p>DG HR establishes and implements the EC human resources policy, which is supported by the Sysper IT tool used by the EDPS to enter and manage all personal information needed for recruitment.</p> <p>DG DIGIT (<a href="mailto:DIGIT-SYSPER2@ec.europa.eu">DIGIT-SYSPER2@ec.europa.eu</a>) manages the Sysper IT tool.</p> <p>DG EAC, who manages the recruitment of the EDPS trainees <a href="mailto:Eac-Stages@ec.europa.eu">Eac-Stages@ec.europa.eu</a></p> <p>For enquiries, European Commission DPO: <a href="https://ec.europa.eu/info/departments/data-protection-officer_en#contact">https://ec.europa.eu/info/departments/data-protection-officer_en#contact</a></p> <p>Please consult relevant data protection records.</p>
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>To recruit staff and trainees for the EDPS Secretariat and the EDPB Secretariat.</p> <p>For general info on selection and recruitment at the EDPS: <a href="https://edps.europa.eu/about-edps/recruitment_en">https://edps.europa.eu/about-edps/recruitment_en</a></p> <p>The legal basis of the procedure is the <a href="#">Staff Regulations</a> (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU and the Decision of the EDPS of 14 July 2014 adopting general implementing provisions relating to the engagement and the use of contract staff, and the EDPS decision on selection and recruitment of trainees of 22/1/2013.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the data contained in the recruitment documents of every person who is recruited:</p> <p>For the recruitment of officials and contract agents (data required for the establishment of individual rights and allowances):</p> <ul style="list-style-type: none"> <li>- Data concerning the identity of the person concerned, his/her relevant diploma's, his/her career, etc. his/her parents, children, spouse/s, and the person's contact</li> </ul>



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		<p>details. The documents concerning third parties are requested to determine the allowances to be granted.</p> <ul style="list-style-type: none"> <li>- Criminal record</li> <li>- the health fitness certificate following the medical examination undergone by the candidate at the medical service of the EC.</li> </ul> <p>We process the data contained in the application of every person who sent his/her application to the “EDPS stage” mailbox (trainee selection):</p> <p>For the recruitment of trainees:</p> <ul style="list-style-type: none"> <li>- The data concerning the identity of the person concerned, as well diplomas, on going studies, work experience, and language knowledge. As from the traineeship session of October 2019, candidates will be selected via the Virtual Blue Book of the European Commission as per the SLA signed by DG EAC and the EDPS on 01/02/2017. The eligibility check will be done by DG EAC.</li> </ul>
9.	Time limit for keeping the data	<p>The time-limits for storing the data are as follows:</p> <p>For officials and contract agents:</p> <ul style="list-style-type: none"> <li>- 10 years from the end of the period worked by a recruited applicant.</li> <li>- the criminal records are kept for 2 years in the personal file of the recruited person</li> </ul> <p>For trainee candidates the time limits for storing the data are the following:</p> <ul style="list-style-type: none"> <li>- 2 years after the termination of the employment for recruited candidate, excepted data related to travel allowances for interviews which are kept for discharging the budget (7 years)</li> <li>- Data necessary to issue a copy of the traineeship certificate (name, surname, birth date, e-mail address, dates of the traineeship) is kept for 30 years</li> </ul>



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10.	Recipients of the data	<p>For the recruitment of officials and contract agents:</p> <ul style="list-style-type: none"> <li>- The HR members in charge of the recruitment phase as well as PMO</li> </ul> <p>For the recruitment of trainees, further to the above-mentioned recipients:</p> <ul style="list-style-type: none"> <li>- DG EAC of the EC, so that they may register the selected candidate in the Virtual Blue Book (VBB), offer a traineeship contract and register the selected candidate in the medical insurance scheme used by the EC for traineeships.</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<p>For recruitment of staff and trainees:</p> <ul style="list-style-type: none"> <li>- The data are stored and managed in the Sysper IT tool of the EC (see EC register for the notification on Sysper), hosted in the EC data centre. Relevant security measures provide for a strict access control to personal data based on the role of the staff concerned (staff, staff hierarchy based on relevant tasks, HR staff).</li> </ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p><i>Data protection notice for the recruitment of staff:</i></p> <p><i>Data protection notice for the recruitment of trainees:</i></p>

