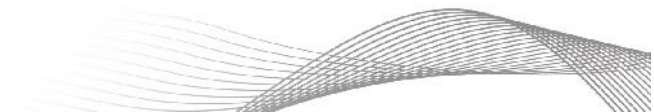


EDPS record of processing activity

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
		Selection and management of interim staff
1.	Last update of this record	28/11/2018
2.	Reference number	05
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) 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 Responsible department or role: HRBA Unit, in particular the HR person in charge of the selection of interim staff. Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	edps-dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	<u>Interim agencies:</u>



Nr.	Item	Description
		<p><u>Randstad Belgium SA/NV</u> Avenue Charles Quint 586 bte 8, 1082 Bruxelles</p> <p><u>Daoust SA/NV</u> Galerie de la Porte Louise 215 Louizapoortgalerij - 1050 Bruxelles/Brussel</p>
7.	Short description and purpose of the processing	<p>The purpose of the processing of personal data in this context is to meet the needs of selection of staff based on interim contracts at the EDPS. The data are sent to the EDPS in the context of the offer of possible CVs by interim agencies matching job profiles sought by the EDPS. This enables the EDPS to select suitable interim candidates and communicate the decision to the interim agency in charge of the recruitment, which will establish a contract with the successful candidate.</p> <p>Some of such agencies:</p> <p><u>Randstad Belgium SA/NV</u> Avenue Charles Quint 586 bte 8, 1082 Bruxelles</p> <p><u>Daoust SA/NV</u> Galerie de la Porte Louise 215 Louizapoortgalerij - 1050 Bruxelles/Brussel</p> <p>For general info on selection and recruitment at the EDPS: https://edps.europa.eu/about-edps/recruitment_en</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Categories of persons:</p> <p>Interim agents - external individuals who are contracted by the interim agency</p> <p>Categories of data:</p> <p>Last name, first name, CV.</p>



Nr.	Item	Description
9.	Time limit for keeping the data	<p>The data is kept in paper files and in electronic folders.</p> <p>The paper file as well as the electronic file including the CV and spreadsheets of interim staff are kept until one month after the end of the working period, while waiting for the billing of the interim staff.</p>
10.	Recipients of the data	<ul style="list-style-type: none"> - Heads of departments requesting the interim staff - The person in charge of administration at the EDPS for access requests - The EDPS Financial team for payment of invoices - The agency will receive from the EDPS the information on whether a candidate is recruited or not
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>The information is stored in paper and electronic files, which are only accessible to HR persons in charge of the selection and management of the interim staff.</p> <p>One month after the end of the work period, the sheets are destroyed and the names of the interim workers are deleted from the excel sheet.</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<i>Link to data protection notice</i>

