

REGISTER NUMBER: 341
NOTIFICATION FOR PRIOR CHECKING
<p>Date of submission: 10/03/2008</p> <p>Case number: 2008-157</p> <p>Institution: EMCDDA</p> <p>Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾</p> <p style="text-align: right;"><i>(1) OJ L 8, 12.01.2001</i></p>

INFORMATION TO BE GIVEN⁽²⁾
<i>(2) Please attach all necessary backup documents</i>
<p>1/ Name and adress of the controller Mr. Dante Storti, Head of Unit - Administration (EMCDDA. Rua da Cruz de Santa Apolonia 23-25. 1149-045. Lisboa)</p>
<p>2/ Organisational parts of the institution or body entrusted with the processing of personal data Human Resource Management Sector (a Sector within the Administration Unit)</p>
<p>3/ Name of the processing Recruitment</p>
<p>4/ Purpose or purposes of the processing Fullfill EMCDDA vacant positions by recruiting suitable staff, who is able to secure for the institution the services of officials or other agents of the highest standard of ability, efficiency and integrity, recruited in the broadest possible geographical basis. Human resources starts the procedure by drafting a vacancy notice which is consulted with the Head of the unit concerned. Draft is submitted for approval by the Director in his capacity as appointing authority. The appointing authority appoints the members of the selection committee. The vacancy notice is advertised. Applications starts to arrive and are registered by HR staff in an Excell database accessible only to HR staff. Pre evaluation is made against the admissibility requirements as stated in the vacancy notice by HR staff to be then confirmed by the members of the selection committee. Files are prepared and a copy is given to each member of the selection committee for assessment. A series of forms are provided by HR to the selection committee to make the evaluations and assessment of applications on file. The outcome is a list of applicants in order of merit. The best ones are invited for interview and tests. The outcome of the second phase of the recruitment procedure is the proposal of a reserve list of suitable applicants for recruitment purposes to be submitted to the Director for approval. The Director draws the reserve list and applicants invited for interview (only) are informed in a personalised way of the outcome. The rest of the applicants shall consult the EMCDDA Web page to follow up the progress and outcome of the procedure. In case of availability of a position in the EMCDDA establishment plan and budget, a position is offered to the applicant selected by the Director.</p>

<p>5/ Description of the category or categories of data subjects</p> <p>All candidates</p>
<p>6/ Description of the data or categories of data(<i>including, if applicable, special categories of data (article 10) and/or origin of data</i>)</p> <p>Data to identify and contact the applicant: family name, name, date of birth, gender, nationality, private address, e-mail address</p> <p>Data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice (CV in European format, motivation letter, and if a contract is offered, supporting documents). Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.</p>
<p>7/ Information to be given to data subjects</p> <p>please See attachement (Privacy statement).</p>
<p>8/ Procedures to grant rights of data subjects(<i>rights of access, to rectify, to block, to erase, to object</i>)</p> <p>The applicants need to contact the EMCDDA HR management sector in writing.</p>
<p>9/ Automated / Manual processing operation</p> <p>n.a</p>
<p>10/ Storage media of data</p> <p>Paper version.</p>
<p>11/ Legal basis and lawfulness of the processing operation</p> <p>The legal framework for recruitment of temporary staff at EMCDDA is to be found in Title II 'temporary staff' in the Conditions of employment of other servants of the European Communities (CEOS) that governs the general conditions, rights and obligations as well as the specific conditions of engagement of temporary staff. Furthermore, title IV 'Contract staff' in the CEOS governs the general conditions, rights and obligations as well as the specific conditions of engagement of contract staff. Title III 'Career of officials' in the Staff Regulations sets out the rules applicable to officials. Conditions of the appointment of officials are set out in Articles 27 and 28. The additional provisions for recruitment of officials are Article 29, 30 and Annex III of the Staff Regulations. These rules do not apply directly to temporary agents; nonetheless, EMCDDA considers it appropriate that recruitment procedures for temporary agents follow these provisions as it may be suitable.</p>
<p>12/ The recipients or categories of recipient to whom the data might be disclosed</p> <p>HR staff, members of the Selection Committee, the Director for Decision and appointment.</p>
<p>13/ retention policy of (categories of) personal data</p> <p>Data is stored in the EMCDDA's files for ten years after the end of the concerned recruitment procedure. After this period, only data needed to provide overall statistics on the exercise (number of eligible and non eligible applications, total number of applications, etc.) will be kept for statistical reasons. These statistics are not subject to Regulation 45/2001 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.</p>
<p>13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) (Please, specify the time limits for every category, if applicable)</p>

The applicants concerned may submit a substantiated request to the HRManagement Sector in writing before the selection procedure has been concluded if they wish to have the changes taken into consideration by the selection committee. After that date and during the whole period of conservation if they wish so.

14/ Historical, statistical or scientific purposes

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification,

Data will be stored in the EMCDDA's files for ten years after the end of the concerned recruitment procedure. After this period, only data needed to provide overall statistics on the exercise (number of eligible and non eligible applications, total number of applications, etc.) will be kept for statistical reasons. These statistics are not subject to Regulation 45/2001 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.

15/ Proposed transfers of data to third countries or international organisations

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):

AS FORESEEN IN:

☐ Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

☒ Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

☐ Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

☐ Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

☐ Other (general concept in Article 27.1)

17/ Comments

PLACE AND DATE:Lisbon, 10. 03. 2008

DATA PROTECTION OFFICER: Cécile Martel

INSTITUTION OR BODY:EMCDDA