

REGISTER NUMBER: 550

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 7/12/2009

Case number: 2009-761

Institution: EIB

Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and address of the controller
European Investment Bank
100 Bld Konrad Adenauer
L – 2950 Luxembourg

2/ Organisational parts of the institution or body entrusted with the processing of personal data
HR Staffing Division for the EIB Group

3/ Name of the processing
E-recruitment for Graduate Recruitment and Development Programme

4/ Purpose or purposes of the processing
Collect, analyse and process applications for the EIB's Graduate Recruitment and Development Programme (GRAD programme), as part of the EIB Group recruitment process. The GRAD programme aims to offer new and recently qualified graduates the opportunity to join the EIB for up to two years to acquire early professional experience.

5/ Description of the category or categories of data subjects

Applicants to the GRAD programme

6/ Description of the data or categories of data (*including, if applicable, special categories of data (article 10) and/or origin of data*)

Personal data: Name, date and place of birth, nationality and second nationality if applicable, gender, contact details (telephone, email, address) in order to identify and contact applicants

Qualifications: secondary school education, post-school education, professional qualifications in order to check eligibility to apply for the GRAD programme and to select profile sought by the directorate

Civil status and number of children for benefits

Availability date

Statement of motivation in order to evaluate reason for application

For shortlisted candidates: professional tests and psychometric assessment

For prospective staff members: medical tests

7/ Information to be given to data subjects

Information posted on EIB website to explain programme and terms and conditions:

<http://www.eib.org/about/jobs/graduate/index.htm>

8/ Procedures to grant rights of data subjects (*rights of access, to rectify, to block, to erase, to object*)

Applications are kept for 2 years. Applicants may at any time have access to their application to rectify, add or delete information. Applicants may also send an email to the database administrator requesting the withdrawal of the application. Before being able to apply, candidates must go through the page "Notice on the processing of personal data" and press continue to proceed with the application.

This notice is the same as the one used for external recruitment: <http://www.eib.org/about/jobs/data-protection.htm>

9/ Automated / Manual processing operation

Applications go directly into the GRAD database. Designated officials in directorates and in HR Staffing may access the database to conduct a search for suitable candidates. The officials search the database using a query system (Business Objects) and search using specific criteria in the form of keywords. The query produces a report format and a full application will be downloaded. Permissions to the datawarehouse (Business Objects) are granted and revoked by the data owner.

10/ Storage media of data

Stored in database for two years (unless applicant deletes the application before), then erased by an automatic process.

11/ Legal basis and lawfulness of the processing operation

Article 13.7 of the EIB Statute

12/ The recipients or categories of recipient to whom the data might be disclosed
In addition to HR Staffing Division officials, a list of designated staff in the directorates, approved by the HR Director and kept up-to-date by HR Staffing Division officials, to enable such designated staff to search the database for suitable candidates.

13/ retention policy of (categories of) personal data
Erasure of applications: two years
Professional tests and psychometric assessment; 18 months after entry into service
Medical tests: held by the medical service of the EIB, according to retention rules established for medical tests within standard recruitment.

Lists resulting from the download of applications (see point 9) will be retained by the directorate only during the recruitment and selection process and then destroyed

see point 13

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,
not applicable

15/ Proposed transfers of data to third countries or international organisations
Not applicable

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. (d)

Les traitements visant à exclure des personnes du bénéfice d'un droit, d'une prestation ou d'un contrat,

17/ Comments

The present notification does not replace the current Notification regarding the E-recruitment process which remains valid for the standard recruitment process of the EIB, with the exception of the GRAD programme.

PLACE AND DATE: Luxembourg, 13 November 2009

DATA PROTECTION OFFICER: Jean-Philippe Minnaert

INSTITUTION OR BODY: European Investment Bank