

*(To be filled out in the EDPS' office)*  
**REGISTER NUMBER: 1022**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 19/06/2013**

**CASE NUMBER: 2013-0672**

**INSTITUTION: EUROPEAN COMMISSION**

**LEGAL BASIS: ARTICLE 27-5 OF THE REGULATION CE N° 45/2001<sup>(1)</sup>**

**INFORMATION TO BE GIVEN<sup>2</sup>**

1/ NAME AND ADDRESS OF THE CONTROLLER

CONTROLLER : DI BUCCI MICHAELA  
[MICHAELA.DI-BUCCI@EC.EUROPA.EU](mailto:MICHAELA.DI-BUCCI@EC.EUROPA.EU)

DELEGATE : BISTON SAMANTHA  
[SAMANTHA.BISTON@EC.EUROPA.EU](mailto:SAMANTHA.BISTON@EC.EUROPA.EU)

2/ ORGANISATIONAL PARTS OF THE INSTITUTION OR BODY ENTRUSTED WITH THE PROCESSING OF PERSONAL DATA

THE EUROPEAN COMMISSION  
DG ELARG  
UNIT A2

3/ NAME OF THE PROCESSING

TITLE: Call for expressions of interest for contract staff in Nicosia/Cyprus.

The purpose of the exercise is to establish a reserve list of potential contract agents.

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<sup>1</sup> OJ L 8, 12.01.2001.

<sup>2</sup> **Please attach all necessary backup documents**

Following agreement between DG Elarg and DG HR, a call for expressions of interest has been launched for contract staff for the EU Programme team in Nicosia. The reason behind this call is that no Turkish speaking staff with sufficient local knowledge could be found in the EPSO lists anymore.

As the overall numbers of positions to be filled is too small to undertake an EPSO competition, it was agreed to launch a call via an advertisement in the local newspapers and also on the EPSO website in order to obtain a list of qualified candidates from which to recruit contract staff in the field of the assistance programme to the Turkish Cypriot community.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

The aim of this selection procedure is to establish a list of 10 successful candidates in function group II, 10 successful candidates in group function III and 25 successful candidates in group function IV following the selection tests.

PROCESSORS: DG ELARG, Unit 02

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

The applicants to the call for expression of interest.

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 of applicants may include in particular:

- Data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.
- Information supplied by candidates under the selection procedure to assess whether they comply with the profile sought in the selection notice (application, curriculum vitae and supporting documents, in particular diplomas and professional experience).
- Individual information given to each candidate on the various stages of the selection process.
- Some data related to gender and nationality, aside from identification purposes, might be processed on the basis of the EC's policy and internal decision.

*Attachment: Application form.pdf*

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The candidates have received a standard information on the protection of personal data under a temporary staff selection procedure.

*Attachment: Privacy statement.pdf*

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS  
(Rights of access, to rectify, to block, to erase, to object)

Candidates can send an email with a copy of an identity document to ELARG 02 (ELARG-CAST-NICOSIA-2012@ec.europa.eu) to indicate any changes to their personal data. If they wish, candidates can obtain a copy of their personal data as recorded by ELARG 02 by sending an email with a copy of an identity document to the above functional mailbox. Aggregated results on the selection can be provided at the request of the candidate.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual: Applications files will be printed out and evaluated by the designated officials.

10/ STORAGE MEDIA OF DATA

The files of applicants will be manually stored in Cyprus and Brussels designated offices. They will also be electronically stored in the functional mailbox.

They will be stored in locked cupboards. Access to these cupboards will be restricted to officials designated by the Head of Unit.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Council Regulation (EC) No 389/2006 of 27 February 2006 establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community and amending Council Regulation (EC) No 2667/2000 on the European Agency for Reconstruction.

*Attachment: Council Regulation 389-2006.pdf*

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENT TO WHOM THE DATA MIGHT BE DISCLOSED

The data will not be sent out but could be used in case of recruitment as for any other staff by DG HR, Internal Audit Unit of DG Enlargement, EEAS.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

The files on successful applicants are kept by unit Elarg 02 until they are recruited by the commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files. Where successful applicants are not recruited, their selection files are kept by unit Elarg 02 five years after the closure of the selection procedure. All other selection files are kept Elarg 02 until the deadline for appeal has expired following the publication of the list of successful candidates.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

48 HOURS

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.*

N/A

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

No transfer of personal data to third party countries.

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING AS FORESEEN IN:

*Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject.*

17/ COMMENTS

N/A

PLACE AND DATE: 18.06.2013

DATA PROTECTION OFFICER: PHILIPPE RENAUDIÈRE

INSTITUTION OR BODY: THE EUROPEAN COMMISSION