

*(To be filled out in the EDPS' office)*

**REGISTER NUMBER: 1030**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 25/06/2013**

**CASE NUMBER: 2013-0703**

**INSTITUTION: EIGE**

**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

EUROPEAN INSTITUTE FOR GENDER EQUALITY (EIGE)  
HUMAN RESOURCES  
GEDIMINO PR. 16  
LT-01103 VILNIUS  
LITHUANIA

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

ADMINISTRATION UNIT, HUMAN RESOURCES  
Marc Jaccarini, Marc.Jacarini@eige.europa.eu

3/ NAME OF THE PROCESSING

Selection procedures for temporary agents, contract agents, seconded national experts, trainees and interims.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

To document the recruitment of staff members.

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

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

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Applicants for the post in EIGE.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

**From all applicants for a post in EIGE**

Generic personal data (surname, name, telephone number, date of birth and address, sex, professional experience, educational background).

**From candidates recruited for a temporary agent, contract agent and SNE posts**

Birth certificate, document proving nationality, degrees diplomas and educational certificates, employment testimonials, reference letters, establishment of rights, bank account details, spouse's income (as applicable), legal entity details, place of origin, marriage/divorce/ separation maintenance judgements (as applicable), salary statement of spouse (as applicable), children's birth certificate/s (as applicable).

Special categories of data - extract of criminal record or good conduct certificate from local police, proof of medical check.

**From candidate recruited for a traineeship**

Copies of documents proving identity and nationality, degrees diplomas and educational certificates, employment testimonials, reference letters, establishment of rights, bank account details, legal entity details, place of origin, health insurance.

Special categories of data - proof of medical check.

Please check for more details in the attached EIGE\_application\_form.doc

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

In all its vacancy announcements to date, EIGE states: "as the body responsible for organising the competition, EIGE ensures that applicants' personal data are processed as required by regulation (ec) no 45.2001 of the European Parliament ad of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community Institutions and Bodies and on the free movement of such data (Official Journal of the European Communities 18 of 12 January 2001). This applies in particular to the confidentiality and security of such data personal data shall thus be processed solely for the purpose of the selection procedure."

The privacy statement concerning the identity of the controller, the purpose of the data processing, the categories of data to be collected, retention period, the legal basis of the processing and about who are the recipients of the data, the rights of the data subjects and the existence of possible third parties recipients if the candidate is shortlisted is placed on the institute website under its section on career opportunities.

For interims the private recruitment company informs candidates about the identity of the controller, the purpose of the data processing, categories of data to be collected, retention period and the legal basis for the processing.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

Data subjects can submit an updated application as long as this is submitted before the closing date. No further changes on the part of the data subject are acceptable after the closing date.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The process is automated.

Applications are received exclusively by email to [eige.hr@eige.europa.eu](mailto:eige.hr@eige.europa.eu). Applications not eliminated due to late submission, non-EU nationality and not submitted on an EIGE application form, are printed out, filed and assessed by members of the appointed selection committee. Once the recruitment process has been finalised the relevant application forms are presented to the director for a final decision.

For interims the private recruitment company sends by email to HR a file containing up to three possible candidates CVs. Applications are printed out, filed and assessed by members of the selection committee. Once the recruitment process has been finalised the relevant application forms are presented to the head of unit for a final decision.

10/ STORAGE MEDIA OF DATA

Printed copies of the application are stored in locked cabinet. Electronic format of the application and supporting documents are stored in a local server, password protected folder. E-mail communications are kept in the mail server functional mailbox that can be accessed only by HR (authentication via password).

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Article 5(a) of the Regulation.

For temporary agents and contract agents:

Articles 12-15 and 82-84 of the Conditions of Employment of Other Servants.

For trainees,- EIGE's traineeship policy.

For seconded national experts,- rules on the secondment to the European Institute for Gender Equality of national experts and national experts in professional training.

For interim staff,- EIGE's annual budget, multi-annual staff policy plan 2014-2016.

Article 5(d) of the Regulation.

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

HR staff

Appointed selection committee

EIGE's Director

For interims – the head of unit for which the interim is being recruited.

Staff of OLAF, IAS and the Court of Auditors upon request and limited to what is necessary for official investigations or for audit purposes.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Application files of candidates who were not selected for the Reserve List are kept by HR for two years from the establishment date of the Reserve List after which time they are destroyed.

Application files for candidates on the Reserve List are kept for five years from the established date of the Reserve List after which time they are destroyed.

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

30 days after notification.

*(Please, specify the time limits for every category, if applicable)*

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.*

No identifiable data will be kept longer than the specified period.

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

No identifiable data shall be transferred to third countries other than the requested by the treaties on the functioning of the European Union.

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING *(Please describe):*

AS FORESEEN IN:

↑ Article 27.2.(a)

In fit to perform his/her duties medical certificate is collected for the recruited applicants, a separated note without medical diagnosis shall be retained.

↑ Article 27.2.(b)

Determining eligibility based on requisite criteria and shortlisting of candidates based on an assessment of relevant experience and abilities.

17/ COMMENTS

This notification is an ex-post prior check (the processing operations are already implemented).

List of Annexes:

Annex 1 - EIGE's selection procedures for recruitment

Annex 2 – Privacy statement

Annex 3 - Declaration Absence Conflict of Interest and Confidentiality commitment

Annex 4 – Application form

PLACE AND DATE: VILNIUS, 21 JUNE 2013

DATA PROTECTION OFFICER: RAMUNAS LUNSKUS, RAMUNAS.LUNSKUS@EIGE.EUROPA.EU

INSTITUTION OR BODY: EUROPEAN INSTITUTE FOR GENDER EQUALITY (EIGE)