

*(To be filled out in the EDPS' office)*  
**REGISTER NUMBER: 1132**

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### NOTIFICATION FOR PRIOR CHECKING

**DATE OF SUBMISSION: 16/07/2013**

**CASE NUMBER: 2013-0876**

**INSTITUTION: EEAS**

**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

MDR C2: Selection and Recruitment of AD and AST staff  
At the date of the notification - Head of Division: Patricia LLOMBART CUSSAC

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

Human Resources Directorate, MDR C2: Selection and Recruitment of AD and AST staff

3/ NAME OF THE PROCESSING

Name

**Staff Selection and Appointment Procedures for Officials and Temporary Agents in the EEAS**

Outline

Handling personal and professional data of officials and temporary agents, in particular CVs and other material submitted for the purpose of job applications

Description of the process

In order to appoint the most suitable candidates for official and temporary agent posts in the European External Action Service, the EEAS collects, manages and stores data relating to candidates (both internal and external) who apply for these functions.

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

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

*The data relate to:*

1. the professional and personal profile of candidates (i.e. CVs and accompanying documents: motivation letter, copies of certificates, references, ...);
2. their performance and integrity as recorded in the most recent appraisal reports and their personal file (for internal candidates only);
3. the results of evaluations (during tests carried out externally (e.g. through EPSO) or during interviews at different stages of the selection process).

The data (1) submitted by candidates themselves with their CVs and the data (3) are handled by different actors in the selection process: MDR C.2 staff, as data processors; members of selection panels that may include representatives of Member States, Council, Commission and EEAS \*, and the Appointing Authority as well as line managers and hierarchy at EEAS HQ involved in open vacancy selection procedures, if and when appropriate.

The data (2) are consulted by MDR C.2 and the CCA (Consultative Committee on Appointments).

*\*According to the decision of the CCA, senior management is appointed following a selection procedure in which representatives of Member States, Council, Commission and EEAS take part. The Commission, Council and Member States are appointing their representatives, who may vary for each selection panel. This may also be applicable to other AD posts.*

#### 4/ PURPOSE OR PURPOSES OF THE PROCESSING

The purpose of the present processing operation is to process personal data of officials and temporary agents within personnel selection and appointment procedures in the EEAS Human Resources Directorate.

#### 5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Officials, temporary agents of EU institutions as well as Member States diplomats applying for a job in the EEAS.

#### 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 submitted for the purpose of job applications, in particular

- CVs
- Other material\*

*\* Other material covers any document related to the applicant's career, including grade, nationality, and similar personal data, as well as data that is specific to the application, i.e. motivation letters, certificates from Member State diplomats attesting their membership of their diplomatic service*

#### 7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A Privacy Statement linked to this Notification contains all information provided to the Data Subject(s). The aforementioned distinct Privacy Statement is available on EEASzone, the intranet of the EEAS. (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26875> and <http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>), as well as on the website of the EEAS ([http://www.eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://www.eeas.europa.eu/data_protection/rights/index_en.htm)).

On the vacancy notice data subjects will also find the link to the Privacy Statement containing their rights.

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

The data subject has the right to access the data held by MDR.C2, as well as to request the removal of his/her personal data from the MDR.C2 files. Data subjects may send their requests to object or to access, rectify, block and erase their data to [MDR-C2@eeas.europa.eu](mailto:MDR-C2@eeas.europa.eu).

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Data collected manually and automatically through electronic means.

10/ STORAGE MEDIA OF DATA

Servers provided by DIGIT for the purposes of the daily functioning of MDR.C2 (Sysper2, various IT applications). See EC notification... for measures ensuring the protection of the personal data on this storage media.

Selection files, including applications and evaluations of candidates, are stored electronically and physically (on paper):

(1) Electronic archives:

Outlook: folders only accessible to staff members of EEAS MDR C.2;

Drive "Group Share" (drive 'Y'): selection related files are only accessible to staff members of unit EEAS MDR.C2.

(2) Paper archives:

EEAS MDR C.2 paper archives are locked. The selection dossiers are destroyed 5 years after the end of the selection procedure.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on [http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf), in particular Article 6 thereof, as well as the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities.

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

MDR C.2 staff – processors of the data (CVs and other material)

Members of selection panels, that may include representatives of Member States, Council, Commission and EEAS \*

Appointing Authority

Line managers and hierarchy at EEAS HQ involved in open vacancy selection procedures, if and when appropriate

\* According to the decision of the CCA (Consultative Committee on Appointments), senior management is appointed following a selection procedure in which representatives of Member States, Council, Commission and EEAS take part.

*The Commission, Council and Member States are appointing their representatives, who may vary for each selection panel. This may also be applicable to other AD posts.*

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

5 years.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS  
*(Please, specify the time limits for every category, if applicable)*

5 working days after the request is deemed legitimate.

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.*

The data will be kept for 5 years (one rotation + one year) in order to be available for the Court of Auditors in case of an audit.

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,*

Not applicable

➔ Article 27.2.(b)

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

Applicable

➔ Article 27.2.(c)

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

Not applicable

➔ Article 27.2.(d)

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

Applicable

➔ Other (general concept in Article 27.1)

Not applicable

17/ COMMENTS

None

PLACE AND DATE: **BRUSSELS, 12 JULY 2013**

DATA PROTECTION OFFICER: **MS. CARINE CLAEYS, DPO** \_\_\_\_\_  
(signature)

INSTITUTION OR BODY: **EUROPEAN EXTERNAL ACTION SERVICE (EEAS)**