

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1276

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 17/11/2014

CASE NUMBER: 2014-1065

INSTITUTION: EUROPEAN INVESTMENT FUND

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

European Investment Fund (EIF)
37B, Ave. J.F. Kennedy,
L - 2968 Luxembourg

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

EIF Human Resources. The Head of EIF HR decides jointly with the head of the requesting department or division on the composition of the panel

3/ NAME OF THE PROCESSING

Constitution of selection panels for staffing vacancies

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Selection of candidates for vacancies of posts graded "C" (Head of Division) and higher. The process may be applied also to other vacancies which comprise responsibility for staff.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Internal and external candidates

Internal candidates must show at least two years working experience in either EIF or EIB

Candidates with a contract of defined duration (CDD) must be in the last third of the total duration of their contract

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

(including, if applicable, special categories of data (Article 10) and/or origin of data)

Internal Candidates: application of the candidate (name, employee ID, end of trial period, office telephone, office e-mail address, date of birth, nationality, type of employment contract, end of any CDD contract, employment date, gender, career history, any academic education, professional track record, language skills, internal and external training, motivation letter.

External candidates: Surname, maiden name, address, permanent residence, office and private telephone, office and private e-mail, mobile phone. Date and place of birth, nationality at birth and present nationality, gender, marital status (married or partnered since? Divorced since? Widowed since? Separated since?), information on partner (surname, name, birth date, profession, present and last employer), indication of family members employed in a European or international organisation, institution or agency (surname, name, name of the organisation, institution or agency, occupied function), school and university curriculum, including name and place of institutions, certificates, main studies, post-university studies and degrees, language skills (read-write-speak), IT proficiency, social, cultural or physical activities, three professional references (names, addresses, telephone number and activities), last gross/net salary and bonus, notice period, hierarchical superior, reason for leaving.

The panel is composed of 5 voting members, one of which is the Head of HR, and one observer representing COPEC. The 5 members have the same voting rights and the composition should be as diverse as possible in terms of representing the different departments, gender and nationality. The Chief Executive and the Deputy Chief Executive may attend the panel as observers.

Tests on personality and professional skills.

For all candidates a final ranking is established, which is part of the appointment recommendation submitted by the Panel to the Chief Executive who takes the final decision. Meetings of the panel are minuted with comments, remarks and consideration of the panel members. At the end of the process, non selected candidates are informed per e-mail and a nomination note is sent to the retained candidate. The nomination is thereafter communicated according to the usual process (EIF Intranet or e-mail to all EIF staff)

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Internal candidates: Automatically generated confirmation of receipt for on-line applications.

Information on the candidates' rights (access, rectification blocking, erasure and complaint) appear on the page of the information system PeopleSoft.

Shortlisted internal candidates are informed on the date and place of the panel and its composition.

External candidates: Automatically generated confirmation of receipt for on-line applications.

Information on data subject rights are communicated to the candidate at the occasion of his/her on-line application.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

(Rights of access, to rectify, to block, to erase, to object)

cf. description under 7 above. The panel members are bound by the utmost confidentiality regarding any information shared during the panel process. Candidates may request the outcome of the personality test.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Internal candidates: Following application via PeopleSoft, the requester may access the list of candidates via the same IT tool. The fields of the application form are automatically pre-filled, with the exception of the motivation letter and the choice of the candidate to communicate his/her application to his/her hierarchy. Access of requesters to the applications via PeopleSoft is closed following selection.

External candidates: External candidates fill in the specific fields as explained under 6 above. The data are transferred into the data base of HR (central data base for EIB and EIF managed by EIB HR). Confirmation of receipt is produced automatically. The shortlisting of candidates is done manually on the basis of the documents received.

For all candidates the following documents are produced manually or via e-mail exchange between the panel members and HR: final scoring table of candidates, proposal for selected candidate to the Chief Executive, minutes of the panel deliberations and accessory documents, the communication to the candidates not retained, the nomination note to the retained candidate, the internal publication of the nomination.

Personality tests:

Personality tests are mandatory for external applicants. They are performed by external providers. Candidates are informed about their data protection rights in connection with these tests. Access to results is limited to HR, though the candidates may request access to their own data. Data is available for consultation for a period of 18 months. For subsequent applications, a new test has to be made if the previous test dates back more than 18 months. To the extent tests on personality and professional skills are part of the selection process in line with the process applied within EIB, documents are kept with the external service provider, access is restricted to members of the selection panel and the applicants, see EIB Art. 27 notification no. 2009-0254 (annexed)

10/ STORAGE MEDIA OF DATA

reference is made to the notification EIB no. 2009-0679 (enclosed)

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

EIF Statutes, Staff Rules and Staff Regulations

HR Manual of Procedures

Service Level Agreement EIF - EIB

EIB Group "Guidelines on Internal Mobility and Promotions"

The EIF Statutes were originally decided upon by the EIB Board of Governors on the basis of Article 30 (old - now Article 28) of the EIB Statute in its version effective 1994. The EIB Statute is an annex to the EU Treaty (now Treaty on the Functioning of the European Union)

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

Members of the EIF HR team

EIB HR Staff to the extent involved in the system processing of EIF Staff matters

Panel members

Chief Executive and Deputy Chief Executive

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Internal candidates: paper documents on internal applications are kept for five years following the closure of the selection in the view of possible grievance processes. Motivation letters of candidates are kept in PeopleSoft for the entire period of employment of the applicants. The system is automatically updated so that no retroactive correction can be performed.

External candidates: on-line data is retained indefinitely for statistical purposes.

Personality tests: 18 months

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)

cf. 13 above

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 retained for statistical purposes only

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

N/A

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

The recruitment and selection process is modelled on the basis of the EIB recruitment process, as the procedural employment framework is aligned for all staff within EIB Group. cf. notification from EIB to EDPS no. 2009-0679. Personal data as described above may be given to EIB. To be noted that to the extent any medical certificate is issued by the EIB medical centre such process follows the process applicable in EIB for EIB Group (cf. also notification EIB to EDPS no. 2005-0396)

PLACE AND DATE: LUXEMBOURG, 12 NOVEMBER 2014

DATA PROTECTION OFFICER: J. NEUSS

INSTITUTION OR BODY: EUROPEAN INVESTMENT FUND