

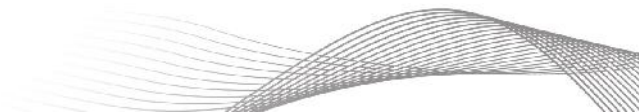
## EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
<b>Selection of staff and trainees for the EDPS Secretariat and for the EDPB Secretariat</b>		
1.	Last update of this record	<b>26/11/2018</b>
2.	Reference number	<b>01</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a>  <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels  <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels  <b>Telephone:</b> +32 2 283 19 00  <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Responsible department or role:            HRBA Unit,            For staff: <a href="mailto:recruitment@edps.europa.eu">recruitment@edps.europa.eu</a>            For trainees: <a href="mailto:edps-stage@edps.europa.eu">edps-stage@edps.europa.eu</a></p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a></p>
4.	Name and contact details of DPO	<a href="mailto:edps-dpo@edps.europa.eu">edps-dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	<p>For selection of trainees, the European Commission (EC).</p> <p>Specifically, the EC Traineeship Office manages a website providing information and enabling candidates to apply for a Virtual Blue Book traineeship (<a href="https://ec.europa.eu/stages/home_en">https://ec.europa.eu/stages/home_en</a>) and then registers the EDPS selected candidate in the Virtual Blue Book (VBB).</p>



Nr.	Item	Description
		Please consult relevant data protection record.
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>Select staff and trainees for the EDPS Secretariat and the EDPB Secretariat.  For general info on selection and recruitment at the EDPS: <a href="https://edps.europa.eu/about-edps/recruitment_en">https://edps.europa.eu/about-edps/recruitment_en</a></p> <p>The legal basis of the procedure is the <a href="#">Staff Regulations</a> (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU and the Decision of the EDPS of 14 July 2014 adopting general implementing provisions relating to the engagement and the use of contract staff, and the EDPS decision on selection and recruitment of trainees of 22/1/2013.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the data contained in the application of every person who sent his/her application to the “EDPS recruitment” mailbox (staff selection):</p> <ul style="list-style-type: none"> <li>- Data identifying the applicant and contact details (name, first name, nationality, date and place of birth, postal and e-mail address, telephone number) and, if necessary, a statement declaring any disability.</li> <li>- Documents requested in the vacancy notice to verify whether the application is admissible or not: a curriculum vitae, a covering letter, the last two staff evaluation reports and a certificate proving the applicant’s status and grade. On their own initiative, applicants may send documents such as letters of recommendation, certificates showing language competences, etc.</li> </ul> <p>We process the data contained in the application of every person who sent his/her application to the “EDPS stage” mailbox (trainee selection):</p>



Nr.	Item	Description
		<ul style="list-style-type: none"> <li>- Data identifying the applicant (name, first name, nationality, date and place of birth, postal and e-mail address, telephone number) and, if necessary, a statement declaring any disability.</li> <li>- Documents requested in the vacancy notice to verify whether the application is admissible or not: a curriculum vitae, a covering letter. On their own initiative, applicants may send documents such as letters of recommendation, certificates showing language competences, etc.</li> </ul>
9.	Time limit for keeping the data	<p>The time-limits for storing the data of staff candidates are as follows:</p> <ul style="list-style-type: none"> <li>- 2 years for applicants not recruited</li> <li>- 10 years from the end of the period worked by a recruited applicant.</li> <li>- 6 months for spontaneous applications</li> </ul> <p>For trainee candidates the time limits for storing the data are the following:</p> <ul style="list-style-type: none"> <li>- 2 months starting at beginning of a session for the non-recruited candidate</li> <li>- 2 years after the termination of the employment for recruited candidate, excepted data related to travel allowances for interviews which are kept for discharging the budget (7 years)</li> <li>- Data necessary to issue a copy of the traineeship certificate (name, surname, birth date, e-mail address, dates of the traineeship) is kept for 30 years</li> <li>- Medical certificates are immediately destroyed after reception.</li> </ul>
10.	Recipients of the data	<ul style="list-style-type: none"> <li>- For the selection of staff:</li> <li>- The HR members in charge of the selection procedure and the members of the selection panel</li> </ul> <p>(the members of the selection panel for selection of staff up to Head of Unit are: the relevant Head of Unit or Head of Sector, the EUIs staff members appointed as members of the panel or appointed as an observer).</p>



Nr.	Item	Description
		<p>For the selection of a Head of Unit and a Head of Sector, the Director is a member of the panel. For the selection of a Director, the Supervisor and the Assistant Supervisor can be consulted)</p> <p>For the selection of trainees, besides the above-mentioned recipients:</p> <ul style="list-style-type: none"> <li>- DG EAC of the EC, so that they can register the selected candidate in the Virtual Blue Book (VBB)</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<p>For selection (both staff and trainees)</p> <ul style="list-style-type: none"> <li>- Electronic file: applications from candidate are kept in the functional mailbox, which has restricted access to the HR colleagues in charge of selection and the Head of the HRBA unit.</li> <li>- Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.</li> </ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<a href="https://edps.europa.eu/data-protection/our-work/publications/other-documents/01-edps-data-protection-notice-staff-trainees_en">https://edps.europa.eu/data-protection/our-work/publications/other-documents/01-edps-data-protection-notice-staff-trainees_en</a>

