



## **Legal information notice on data protection**

Regulation (EC) No 45/2001 ('the Regulation') applies to the processing of personal data gathered during the recruitment of staff for the EDPS.

According to Articles 11 and 12 of this Regulation, the EDPS shall provide applicants with the following information:

- The controller is the EDPS.
- The purpose of the processing is to recruit staff for the EDPS
- The data, which will be used only for this procedure, are the data contained in the application, namely:
  - For the selection
    - 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.
    - 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, if necessary, the EDPS may request 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.
  - For the recruitment (data required for the establishment of rights): data concerning the identity of the person concerned, his/her parents, children, spouse/s, criminal record and medical examination
- The recipients of the data are:
  - the Supervisor, the Assistant Supervisor and the Director
  - the Heads of Unit and Heads of Sector for the pre-selection and selection phases
  - the other members of the selection board
  - the PMO as regards the recruitment phase
- Applicants have the right of access to, and the right to rectify, the data concerning them in accordance with the date of the vacancy notice.
- The legal basis of the procedure is Article 29(1)(a) and (1)(b) of the Staff Regulations and the Decision of the EDPS of 14 July 2014 amending the decision of 16 February 2012 adopting general implementing provisions relating to the engagement and the use of contract staff.
- The time-limits for storing the data are as follows:
  - 2 years for applicants not recruited
  - 10 years from the end of the period worked by a recruited applicant.
  - 6 months for spontaneous applications
- Applicants have the right to have recourse at any time to the Data Protection Officer at the EDPS.