



## ***SELECTION OF STAFF AND TRAINEES***

### **DATA PROTECTION NOTICE**

#### **Short description of the processing activity:**

Select staff and trainees for the EDPS Secretariat and the EDPB Secretariat.

#### **Purpose of the data protection notice and the grounds on which it is based:**

We process your personal data based on 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 (Text with EEA relevance).

The following information is provided as established in Articles 15 and 16 of Regulation (EU) 2018/1725.

#### **Who is the controller?**

The controller is the European Data Protection Supervisor (EDPS).

For more information on the EDPS please consult our website: <https://edps.europa.eu>

The joint controller is the European Commission (EC) for selection of trainees.

#### **What personal data do we process and who can access it?**

We process the data contained in the application you sent to the “EDPS recruitment” mailbox ([staff selection](#)):

Data identifying you and your 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.

Documents requested in the vacancy notice to verify whether your application is admissible or not: a curriculum vitae, a covering letter, the last two staff evaluation reports and a certificate proving your status and grade. On your own initiative, you may send documents such as letters of recommendation, certificates showing language competences, etc.

We process the data contained in the application you sent to the “EDPS stage” mailbox ([trainee selection](#)):

Data identifying you and your 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.

Documents requested in the vacancy notice to verify whether your application is admissible or not: a curriculum vitae, a covering letter. On your own initiative, you may send documents such as letters of recommendation, certificates showing language competences, etc.

The following can access your data:

For the selection of staff:

The HR members in charge of the selection procedure and the members of the selection panel (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).

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.

For the selection of trainees, besides the above-mentioned recipients:

DG EAC of the EC, so that they can register the selected candidate in the Virtual Blue Book (VBB).

**Where did we get your personal data?**

From you.

**Why do we process your personal data and under what legal basis?**

We process your personal data to select staff and trainees for the EDPS Secretariat and the EDPB Secretariat.

For general info on selection and recruitment at the EDPS: [https://edps.europa.eu/about-edps/recruitment\\_en](https://edps.europa.eu/about-edps/recruitment_en)

The legal basis of the procedure is the Staff Regulations (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.

**How long do we keep your personal data?**

The time-limits for storing the data of staff candidates 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

For trainee candidates the time limits for storing the data are the following:

- 2 months starting at beginning of a session for the non-recruited candidate
- 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)

- 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
- Medical certificates are immediately destroyed after reception.

### **What are your rights regarding your personal data?**

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you.

You can send your request to the EDPS by post in a sealed envelope or use our contact form on the EDPS website (see section on contact details [below](#) ).

### **How to withdraw your consent and the consequences of doing this**

n/a

### **Automated decision-making**

n/a

### **You have the right to lodge a complaint**

If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the EDPS DPO (see section on contact details [below](#)).

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).

### **Contact details for enquiries regarding your personal data**

We encourage you to contact us using the EDPS contact form, selecting 'My personal data' as the relevant subject: <https://edps.europa.eu/node/759>

If you wish to contact the EDPS DPO personally, you can send an e-mail to [EDPS-DPO@edps.europa.eu](mailto:EDPS-DPO@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO.

EDPS postal address: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

You can also find contact information on the EDPS website: [https://edps.europa.eu/about-edps/contact\\_en](https://edps.europa.eu/about-edps/contact_en).