

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1265

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 10/09/2014

CASE NUMBER: 2014-0861

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)
15, Ave. J.F. Kennedy,
L - 2968 Luxembourg

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

EIF Human Relations

3/ NAME OF THE PROCESSING

External Recruitment of EIF Staff
see also EIB Art. 27 notification no. 2009-0254 (annexed)

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Collection, registry, maintenance, transfer and assessment of personal data for the purpose of filling staff vacancies in EIF

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Candidates for externally published EIF vacancies

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA

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

Following first selection, candidates are invited for an interview. Data requested: surname, maiden name, name, address and permanent residence, office telephone, e-mail address, private fax, if any, private e-mail, mobile phone, birth date, place of birth, nationality at birth and present, sex, civil status (married/partnership - since when? Divorced - since when? Widowed - since when? Separated - since when?), information on spouse/partner and children (name, date of birth, parental degree, profession, present employer or most recent, if not employed), address of parents, family members employed by a EU body or international institution (surname, name, parental degree, body or institution, rank and type of occupation), high school or equivalent (name and place of school, years of study, certificates and categories), university or equivalent (name and place of institution years of study, certificates and categories, main fields of study), post-university degrees (same information as before), further studies (type), language skills (read, speak, write), PC knowledge and familiarity with types of keyboard, cultural, social or sports activities pursued, professional references (three references - name, address, telephone, occupation), professional experience (name, address, title, nature of occupation, last gross and net salary, last bonus, notice period, reporting line, reason for leaving), criminal and administrative record, confirmation of civic rights status, situation in relation to military service, signature. EIF performs testing of personality and intellectual performance.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Automatic acknowledgement of receipt of application by electronic means for applications received on-line, text on the protection of personal data with all information requirements under Regulation 45/2001/EC on application page (pop-up prior to on-line application, knowledge to be confirmed by applicant), confirmation message sent to applicant with all information submitted by the latter (including motivation letter, cv, photo) in the context of the on-line application.

General information on the EIF, information on remuneration and benefits are available on the EIF website. A FAQ section in the application process relates to key questions.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Applicants may exercise their rights as explained in the data protection communication referred to above under 7)

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automated Processing:

Application data is entered into the EIB Group PeopleSoft system, which is jointly managed by EIB Personnel for both EIB and EIF. For further description see EIB Art. 27 notification no. 2009-0254 (annexed)

Manual Processing:

Hard-copy application documents are kept secure in a vault under two key lock. The keys are kept at distant places. Access requires the presence of the Head of HR

Personality tests:

To the extent tests on personality and personal aptitude are part of the selection process in line with

the process applied within EIB, documents are kept with the external service provider (presently Cubiks), 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

see EIB Art. 27 notification no. 2009-0254 (annexed)

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

EIF Statutes and Staff Regulations

Service Level Agreement EIF - EIB

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

EIF HR Staff

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

Chief Executive and Deputy Chief Executive

Members of Selection Panel

Requesters

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Electronic application: indefinitely (for statistical and resource planning purposes)

Application after first selection: 2 years

Psychological 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)

Data subjects may exercise their rights of blocking or erasure of personal data as described in the data protection communication referred to above under 7); this right is not limited in time

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 maintenance of on-line applications for historical, statistical or scientific purposes is unlimited in time for statistical purposes and for purposes of personnel planning

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 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. 2009-0254. Personal data as described above may be given to EIB in the context of the internal mobility between the institutions, cf. notification EIB to EDPS no. 2009-0253. To be noted that any medical certificate is issued by the EIB medical centre and follows the process applicable in EIB for EIB Group (cf. also notification EIB to EDPS no. 2005-0396)

PLACE AND DATE: LUXEMBOURG, 9 SEPTEMBER 2014

DATA PROTECTION OFFICER: J. NEUSS

INSTITUTION OR BODY: EUROPEAN INVESTMENT FUND