

(To be filled out in the EDPS' office)

REGISTER NUMBER: 1378

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 01/06/2016

CASE NUMBER: 2016-0492

INSTITUTION: CPVO

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

Mr. Carlos GODINHO
CPVO/OCVV
3 Boulevard Foch
CS 10121
49101 ANGERS CEDEX 2
FRANCE.

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

Human Resources Service.

3/ NAME OF THE PROCESSING

E- Recruitment.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Management of application(s) submitted by data subjects in view of a possible pre-selection for recruitment or traineeships at the CPVO.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

External applicants (for published positions, spontaneous applications are not accepted) following an external or an interagency publication.

Internal applicants

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

The application form contains the following information:

Personal information

- First name and family name
- Place and country of birth
- Title (optional)
- Nationality
- Telephone number/daytime telephone number
- Home address/email address
- Military situation

Other data

- Education
- Languages and computer skills
- Professional experience (dates of employment, name and address of the employer, description of the position)
- Motivation letter
- Reference details (phone number and address optional)

For those attending an interview

- Copy of education and work certificates (this would not be sent through GestMax)
- Legal entity and financial forms (for those having the right to reimbursement of travel and accommodation costs).

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The specific Privacy Statement (published on the iframe along with e-recruitment software solution) informs the data subjects about the relevant data protection issues in detail and is annexed to this document.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

CPVO Internal Procedure defining accessing, correcting, erasing and blocking of personal data.

By using the “My account” feature, the applicant can modify any data provided up until the call for applications closes. Once the call has closed, only data with regard to personal information can be modified.

The applicants have also the right to have recourse at any time to the European Data Protection Supervisor (whose contact information is available in the Privacy Statement).

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The candidate may have access to all the employment offers published on the CPVO website (through GestMax iframe) and to his/her “account” (or “my CV”).

An automatic acknowledgement of receipt is sent by the tool to the candidate.

Spontaneous applications are not accepted. However, candidates may choose to receive email alerts of job offers published by the CPVO. The candidate should validate his/her entry by confirmation from his/her mailbox. The email include an unsubscribe link.

Candidates have the means to delete or modify their personal data themselves.

The e-recruitment tool allows HR to manage the entire recruitment process electronically, from the receipt of applications to the final recruited candidate. The browsing history of the candidate records all the actions taken and exchanges with candidates, and at what times. Its update is performed automatically by the software.

Once the call has closed, HR screens the candidates for eligibility. Once the eligible candidates have been established by HR, the procedure differs for traineeships and fixed posts.

As regards traineeships:

The Selection Committee members consult the applications of the eligible candidates in GestMax and determine a list of candidates to invite to interview. This preselection for interview is done informally, with no evaluation grid completed in GestMax, and no meeting minutes.

HR will then proceed to invite these candidates to interview through GestMax, and notify the Selection Committee of the interview schedule.

The Selection Committee subsequently informs HR of the outcome of the interview, and HR informs the applicants through GestMax about the outcome of the selection procedure (application not withheld, job offer).

As regards fixed posts:

The Selection Committee members consult the applications of the eligible candidates in GestMax. They determine a list of candidates to invite to interview (and a possible written test) according to a pre-defined pre-evaluation grid. A final evaluation grid with thresholds is previously established in GestMax for the interview and test.

The interview is conducted along with the possible tests which are submitted to the Selection Committee anonymously.

After the interviews and tests have been completed, the Selection Committee fills out the scores and comments in the evaluation grid for each candidate, and establishes a shortlist in order of merit.

Once finalised, this list is then proposed to the President, who takes the final decision on the recruitment procedure: to offer a post and/or establish a reserve list or to close the call as unsuccessful.

The decision of the President is prepared manually by HR, who also informs the Selection Committee of the decision taken.

Applicants are informed by email about the outcome of the selection procedure (application not withheld, application not withheld but applicant placed on a reserve list, job offer). These emails are prepared and sent by the HR staff member responsible for helping the Selection Committee. All communication is sent through the e-recruitment tool using templates, except the official job offer which contains specific information relevant to the post in question and is therefore written manually.

Minutes of all Selection Committee meetings are kept in a recruitment file on SharePoint with restricted access.

10/ STORAGE MEDIA OF DATA

Data is kept from the e-recruitment tool and may only be processed through GestMax+ platform (combining a database and servers serving up HTML pages). Production data is saved on a system disk-to-disk-to-tape.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

- Articles 27-34 of the Staff Regulations;
- Articles 12-15 and 82-84 of the Conditions of Employment of CEOS (for temporary and contract agents);
- Article 5(a) and 5(d) of Regulation (EC) No 45/2001.

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

- **Internal recipients:** Anybody involved in processing the applications or verifying the procedure, in particular, the members of the Human Resources service in charge of recruitment, the Management of the CPVO, the members participating to the selection, the Financial team of the CPVO (in case of recruitment), internal controllers and internal and external auditors.
- **External recipients:** Authorised staff member(s) of kioskemploi and his trading partner Cytadel.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

- In case of **recruited applicants**: a data retention period of 10 years as of the termination of employment;
- In case of **non-recruited applicants**: the information is kept for a 2 years period.
- As regards **traineeship**, in case of successful candidates: data may be retained for up to 5 years after the traineeship budget is discharged.

The data will then be erased.

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)

See point 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.

Not applicable.

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

Not applicable.

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”.

17/ COMMENTS

Nothing to report.

PLACE AND DATE: Angers, 1st June 2016

DATA PROTECTION OFFICER: Gerhard SCHUON

INSTITUTION OR BODY: CPVO/OCVV

