

REGISTER NUMBER: 1468

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 28/07/2017
Case number: 2017-0769
Institution: EEAS
Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾

INFORMATION TO BE GIVEN⁽²⁾

1/ Name and address of the controller

Controller
European External Action Service (EEAS)

Directorate/Division responsible for managing the personal data processing operation:
EU Delegation to the Republic of Moldova
At the time of the notification in charge of the management of the processing operation:
Mr Pirkka Tapiola
Head of Delegation EU Delegation to the Republic of Moldova
Postal address:
Kogalniceanu Street nr 12
MD 2001 Chisinau,
Republic of Moldova

EEAS EURCA.EAST.2 Division Eastern partnership bilateral
Represented by at the time of the Notification:
Mr Dirk Schuebel
Head of Division

Delegated Contact Person/Team:
Jordi Rodriguez Ruiz, Operations Section, EU Delegation Moldova
Nicoletta Pusterla, EEAS. EURCA.EAST.2

Joint Controller / Co-Controller
European Commission DG. NEAR. C.1, C.3

Processor (at the time of the notification):
B&S Europe (Business and Strategies in Europe SA)
Boulevard de Woluwee 2
B1150 Brussels (Belgium)

2/ Organisational parts of the institution or body entrusted with the processing of personal data
- EURCA.EAST.2
- EURCA.DEL

3/ Name of the processing
EU High Level Advisers Programme in Moldova - Processing personal data in the framework of the selection, recruitment and administrative management of EU High Level Advisers

4/ Purpose or purposes of the processing
Purpose(s) of the processing operation

The purpose of personal data processing is to facilitate the EU High Level Advisers Programme in Moldova, which is to draw on the experience of long standing senior officials with expertise in leading sectoral public policies and/or in managing public bodies in a Member State (MS); with a view to helping the beneficiary country to meet the commitments it has made in connection with European Union related agreements.

Description of the processing

The selection process of the EU High Level Advisers is divided into two steps, shortlisting of candidates and interviews in order to be in position to propose one successful candidate to the Partner Country. The current processing must guarantee full compliance with applicable data protection regulation in both stages. The general procedure attributes the first stage of selection (shortlisting) to the European Commission DG NEAR C3 (Institution Building Unit) and the second stage corresponds to the EU Delegation to the Republic of Moldova. There is an exceptional procedure where the EU Delegation to the Republic of Moldova carries out the selection procedure at both stages. Same rules shall apply to both procedures.

In order to establish the EU High Level Advisers Programme in Moldova DG NEAR C3 (Institution Building Unit) is launching a first call for applications for senior qualified professionals with significant experience in leading sectoral public policies and/or in managing public bodies at the highest level in a MS. Twenty five posts are currently available and additional ones may be added later; moreover, additional calls may be necessary in cases where the first call or subsequent calls are not successful. The successful candidates will be remunerated if they are selected through a contractual relationship that they will need to enter into with a service provider which will be selected through a tender process issued by the EU Delegation to Moldova.

5/ Description of the category or categories of data subjects
Data are processed from the following individuals or group of people:

* Candidates for the position of EU High Level Advisers ? Individuals from Member States and Third States who fulfil the eligibility, selection and award

6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)

Data (category or type of data) processed are the following:

I. Data in the framework of the selection, recruitment and administrative management

7/ Information to be given to data subjects

8/ Procedures to grant rights of data subjects (*rights of access, to rectify, to block, to erase, to object*)

Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the

9/ Automated / Manual processing operation

Both. Manual collection through automated means.

10/ Storage media of data

The CVs, cover notes and any supporting documents received will be electronically stored in a folder on the Y Drive of EU Delegation, whose access

is limited to the programme manager, a secretary in charge of the filing and the Head and Deputy Head of

11/ Legal basis and lawfulness of the processing operation

Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European

Neighbourhood and Partnership Instrument

12/ The recipients or categories of recipient to whom the data might be disclosed

Assigned personnel in EU Delegation to the Republic of Moldova, including interview panel members

13/ retention policy of (categories of) personal data

Data will be retained as follows:

I.

13 a/ time limits for blocking and erasure of the different categories of data

(on justified legitimate request from the data subject)

(Please, specify the time limits for every category, if applicable)

Justified requests are treated within 10 working days after the request will have been deemed legitimate.

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,

a/ Further conservation of files of the EU Delegation: Files will be sent to Central Archives.

b/ Further conservation of data by DG NEAR:

15/ Proposed transfers of data to third countries or international organisations

Data related to the proposed candidate for each position is transferred to the relevant authorities of the Republic of Moldova for their endorsement.

The main beneficiary of the project (State Chancellery of the Republic of Moldova) and specific counterpart of

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.

No

Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

Yes. The processing intends to evaluate personal aspects of the candidates.

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes

No

Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

No

Other (general concept in Article 27.1)

No

17/ Comments

I.

Only the information related to the candidate who has been endorsed by the Evaluation Committee, by the Beneficiary and who has accepted the position

PLACE AND DATE:

DATA PROTECTION OFFICER:

INSTITUTION OR BODY: