



## **SELECTION AND MANAGEMENT OF INTERIM STAFF**

### **DATA PROTECTION NOTICE**

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 ('the Regulation').

The following information is provided as established in Articles 15 and 16 of the Regulation

#### **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>

Responsible service: Human Resources, Budget, Administration (HRBA) Unit

Contact us: [edps-selections@edps.europa.eu](mailto:edps-selections@edps.europa.eu)

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

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

The data processed is the last name, the first name, and the CV of the interim staff - candidate.

The following can access the data:

- Heads of departments requesting the interim staff
- The person in charge of administration at the EDPS for access requests
- The EDPS Financial team for payment of invoices
- The interim agency as it will receive from the EDPS the information on whether a candidate is recruited or not.

Access to your data is granted on a "need-to-know" basis to authorized personnel, who comply with their statutory obligations and, where necessary, additional confidentiality agreements.

The entity processing your data is your line manager, the HRBA person in charge of the file, the unit in charge of recruitment.

The processors are the interim agencies:

Randstad Belgium SA/NV

Avenue Charles Quint 586 bte 8, 1082 Bruxelles

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

Your personal data is collected from the interim agencies.

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

The purpose of the processing of personal data in this context is to meet the needs of selection of staff based on interim contracts at the EDPS. The data is sent to the EDPS in the context of the offer of possible CVs by interim agencies matching job profiles sought by the EDPS. This enables the EDPS to select suitable interim candidates and communicate the decision to the interim agency in charge of the recruitment, which will establish a contract with the successful candidate.

In detail, data will be processed for the following purposes:

- Monitoring of the 7-year rule (EDPS Decision 13.12.2018)
- Preparation of employment contracts;
- Payment of invoices for services;
- Budgetary follow-up;
- Keeping of information needed to respond to :
  - (a) authorized persons who request information on their services;
  - (b) candidates regarding their data processed during the selection process.

The legal basis of processing are:

- the EDPS procedure for the selection and management of interim staff, of 05/07/2012
- the framework contract under which interim workers can be hired (the tender procedure organised by the European Commission) HR/R1/PR/2019/023 «*SERVICES DE MISE A DISPOSITION DE TRAVAILLEURS INTERIMAIRES A BRUXELLES ET A GEEL*»

Grounds for lawfulness:

In line with Article 5(1)(a) of the Regulation, the processing is necessary for the performance of a task carried out in the public interest on the basis of the EU Treaties or other instruments adopted on the basis thereof and for the legitimate exercise of official authority vested in the EDPS. Recital 22, second sentence applies too

Furthermore, some processing operations are necessary for performance of a contract (Art. 5(1)(c) of the Regulation) to which the Data Subject is party . The EDPS has a contract with the interim agency that, among others, defines the exchange of information on candidates between the agency and the EDPS. The candidates have signed an agreement with the agency on how their information is used by the agency.

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

The data necessary for the execution of a contract/service to which you are party will be encoded in the SYSPER database and will be accessible to the managers of the EDPS or to the HRBA unit who needs this data to process your file at any time before or during the execution of your services.

The data relating to the service are kept for a maximum of five (5) years in order to ensure that any person can reconstruct the history of his/her career for all types of contracts managed by Sysper. The CVs of unsuccessful candidates, if ever made available to the EDPS by the interim agency, are kept for two (2) years in the archives of DG HR for the purposes of good management.

**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's HRBA unit by post in a sealed envelope or use our contact form on the EDPS website (see section on contact details below).

**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 [DPO@edps.europa.eu](mailto: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).