



EUROPEAN
DATA PROTECTION
SUPERVISOR

VACANCY
NOTICE



The EDPS is looking for a

DATA BREACH NOTIFICATION ASSISTANT

Vacancy notice n°	11-2022-EDPS-CA
Type of post/type of contract	Contract Agent (1 year renewable)
Grade/function group	FGIII
Publication under	Article 3b of the CEOS
Place of employment	Brussels (Belgium)
Deadline for applications	02/11/2022 (Brussels time GMT+1) at 12:00 midday

WHO ARE WE?

The EDPS - a young and dynamic institution

The European Data Protection Supervisor (EDPS), a young EU institution established in 2004, in Brussels, Belgium, is the independent data protection authority of the EU institutions and the advisor of the EU legislator on data protection matters. We strive to be an impartial centre of excellence in order to embed a strong data protection culture in the EU institutions and the legislation emanating from them. We also closely follow technological developments and try to anticipate their impact on the privacy of individuals. Our organisation employs about 140 staff members, most of whom are EU officials, but we also welcome Contract Agents and Seconded National Experts, working full-time or part-time.

The EDPS - a great place to work

We value a strong culture of respect, flat hierarchical structures and an open door policy to foster innovative ideas and a strong collaboration between colleagues. To ensure our staff's well-being and motivation, we believe that it is essential to create a healthy organisational climate and to strike a good work-life balance. To achieve this, we offer various flexible working arrangements, as well as learning and development opportunities, such as job-shadowing and training programmes.

WHO ARE WE LOOKING FOR?

Someone who

- fits in an informal and friendly yet professional working environment;
- appreciates working collaboratively with other colleagues on a variety of different projects;
- brings their creativity and initiative to the table;
- enjoys engaging constructively with stakeholders, based on our core values: integrity, impartiality, transparency and pragmatism.

ABOUT THE POSITION

Our job vacancy is in the **Technology and Privacy Unit**. The unit provides expertise at the intersection of policy and information technology by generating in-depth knowledge about the impact of technology on privacy and data protection, including the forecast of future trends.

The Regulation 1725/2018 introduces a duty on all EU Institutions and bodies to report certain types of personal data breach to the EDPS. They must do this within 72 hours of becoming aware of the breach, where feasible. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, they must also inform those individuals without undue delay. In the EDPS, the Technology and Privacy Unit is in charge for handling personal data breaches notifications received from the Union institutions, bodies, offices and agencies (EUIs). As an indicative number, the EDPS receives around 100 notifications per year.

As Data Breach Notification Handler, your main responsibilities will include:

- Follow a very structured procedure to manage the notifications received¹:
 - Acknowledge the reception of the notification to the EUI;
 - Open a case and make analysis of the completeness of the information received verifying the legal requirements;
 - Request information when necessary and assess severity and propose a course of action;
 - Ask the controller to inform the data subjects when appropriate and follow-up if necessary (taking part in investigations, inspections and even if necessary, exercise supervision powers).
- Raise awareness in EUIs by preparing training documentation (such as factsheets, videos or guidelines) and delivering training sessions on personal data breach management;
- Prepare reports including statistics on personal data breaches;
- Record all information including the correspondence with the EUIs in the EDPS Document Management System;
- Monitor the Data Breaches received with the objective of making the necessary processing;
- You may also be required to carry out additional tasks when necessary and in the interest of the service.

¹ see more details in [DBN Guidelines](#)

OUR ELIGIBILITY AND SELECTION CRITERIA

Eligibility criteria

For your application to be considered, you must meet the following criteria by the deadline for submitting applications²:

- A level of post-secondary education, preferably in the field of Information Technologies or Law attested by a diploma; or a level of secondary education attested by a diploma giving access to post-secondary education;
- Appropriate professional experience, preferably in an IT department or other department highly involved with personal data processing of at least 3 years;
- Candidates for this Contract Agent position must have passed the EPSO Permanent CAST by the end of the recruitment process and are therefore encouraged to create a corresponding EPSO profile already with their application.

Selection criteria

For this job vacancy, we are looking for someone with the following essential and advantageous skills and experience:

Essential

- Good knowledge of the applicable legislation in what concerns data breach notifications. In particular, Regulation (EU) 2016/679, Regulation (EU) 2018/1725 and Directive 216/680;
- Very good ability of multi-tasking and completing several simultaneous projects within a deadline, as well as being able to demonstrate flexibility and willingness to work on diverse type of tasks;
- Extensive capacity for analysis, good communication and writing skills in a structured way. Proven experience working and managing cases/contracts or similar, where it is essential to have a control of the full workflow of activities needed to close a case;
- Experience in procedural work and electronic workflow systems associated to document management involvement, follow-up of cases across different states applying strict procedures (for instance the application of the procedure established in a Regulation);
- Good computer skills with sound knowledge of MS Office package (in particular Word, Excel);
- Very good knowledge of English;
- Ability to work autonomously, but also a strong sense of teamwork;
- Sense of responsibility, organisation, initiative, human relations and communication;

Advantageous

- Knowledge of Information Technologies and Information Security;
- Previous professional experience in handling personal data breaches;
- Very good knowledge of the structure and functioning of the European Union and its Institutions, in relation to the position;
- Ability to work in a small team in the dynamic environment of a young Institution;

² In case you will be offered the job, you must also provide evidence of EU nationality; have completed any compulsory military service; provide appropriate character references (have no criminal record); pass the EU institutions' medical examination; be fluent in one of the EU languages and be able to work in a second EU language.

HOW TO APPLY?

Interested in this position? Please send to EDPS-selections@edps.europa.eu by **02/11/2022 at 12:00 midday (Brussels time)**:

- CV and cover letter detailing why you are suitable for this role;
- the completed application form;

All supporting documents, such as references, certificates, must be merged into one single PDF document of a maximum size of 2MB.

OUR SELECTION PROCEDURE

All eligible applications will be scrutinised by a selection panel. Candidates whose applications best match the selection criteria will be invited for an interview during which the selection panel will assess each candidate's performance. In addition, a second interview or written tests may be carried out. At the EDPS, we aim for all selection panels to have a gender-balanced composition.

OTHER IMPORTANT INFORMATION

Equal opportunities

The EDPS is committed to promoting diversity, inclusion, and giving everyone equal opportunities to succeed.

As such, the EDPS welcomes all applications without discrimination on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, disability, age, gender identity or sexual orientation.

If you require any special arrangements (due to a disability) to take part in this selection procedure, please indicate this on your application.

Data protection

A data protection notice detailing how the EDPS processes candidates' personal data in the context of recruitment can be found [here](#).

Join us in shaping a safer digital future!

Brussels, 06/10/2022



Maria Sanchez Lopez