



SELECTION OF STAFF

DATA PROTECTION NOTICE

Short description of the processing activity:

Select staff for the EDPS Secretariat and the EDPB Secretariat.

Your personal data are processed 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 Text with EEA relevance ('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

What personal data do we process and who has access to them?

The following **categories of personal data** are processed in the context of the above-mentioned selection procedures:

-the candidate's application: Full name, address, gender, nationality, date and place of birth; Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, current entity of assignment or current employer EUI in case of inter-institutional and external applicants: institution/company and department, country of residence). Function group, grade, step, seniority in the current job, type of post of the person, type of post of the current job, in case of AST officials applying for AD vacancies: information related to certification procedure.

-the CVs, motivation letters and other supporting documents submitted by the applicants including information on education, diplomas and certificates, professional experience (including names of previous and current employers, duration of employment, level of responsibility), competencies, language skills, motivation

The source of this data is the CV of the candidate, his/her motivation letter and other supporting documents submitted.

For the selected candidate, information related to potential conflict of interest is also processed (the Conflict of Interests Form).

Normally, no data falling under Article 10 of the Regulation is processed. However, if candidates for vacancies communicate health data relating to special needs (e.g.: regarding physical access to buildings and physical mobility), then such information would also be processed for the purposes of organising the logistics for the selection panel interviews.

Access to personal data:

The HR members in charge of the selection procedure and the members of the selection panel.

The members of the selection panel for selection of staff up **to Head of Unit** are: the relevant Head of Unit or Head of Sector, the EDPS' staff members appointed as members of the panel or appointed as an observer.

For the selection of a **Head of Unit and a Head of Sector**, the Director is a member of the panel. For the selection of a Director, the Supervisor can be consulted.

Where did we get your personal data?

Personal data are collected from yourself as candidate (as a rule, via the CV provided).

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

Your personal data are processed with a view to selecting staff for the EDPS Secretariat and the EDPB Secretariat.

For general info on selection and recruitment at the EDPS: https://edps.europa.eu/careers_en

The lawfulness of this processing activity is based on Article 5(1)(a) of the Regulation (*'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body'*). Recital 22, second sentence applies too.

The legal basis of the procedure is:

- the Staff Regulations (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU,
- the Decision of the EDPS of 4 November 2020 adopting general implementing provisions relating to the engagement and the use of contract staff.

How long do we keep your personal data?

The time-limits for storing the data of **staff candidates** are as follows:

- 2 years after the closure of the selection process for applicants not recruited, or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered,
- 10 years from the end of the period worked by a recruited applicant
- 6 months after submission for spontaneous applications
- health data, if communicated by the candidate (as mentioned above) are stored until the end of the selection process, then they are deleted .

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 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.

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/form/edpsweb-contact-form_en.

If you wish to contact the EDPS DPO personally, you can send an e-mail to EDPS-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.