

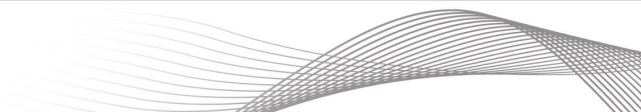
## EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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').

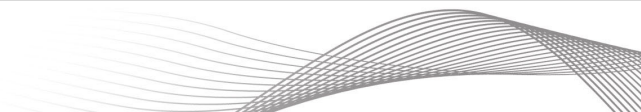
Nr.	Item	Description
<b>Selection of staff for the EDPS Secretariat and the EDPB Secretariat</b>		
1.	Last update of this record	<b>6/02/2023</b>
2.	Reference number	<b>01</b>
3.	Name and contact details of controller	<a href="#">European Data Protection Supervisor (EDPS)</a> <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels <b>Telephone:</b> +32 2 283 19 00 <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a> <b>Website:</b> <a href="https://edps.europa.eu">https://edps.europa.eu</a>  Responsible service/unit: Human Resources, Budget, Administration (HRBA) Unit, Contacts: <a href="mailto:edps-selections@edps.europa.eu">edps-selections@edps.europa.eu</a>  Contact form for enquiries on processing of personal data to be preferably used: <a href="https://edps.europa.eu/form/edpsweb-contact-form_en">https://edps.europa.eu/form/edpsweb-contact-form_en</a>
4.	Name and contact details of DPO	<a href="mailto:DPO@edps.europa.eu">DPO@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	n/a



Nr.	Item	Description
6.	Name and contact details of processor (where applicable)	n/a
7.	Short description and purpose of the processing	<p>Select staff for the EDPS Secretariat and the EDPB Secretariat. For general info on selection and recruitment at the EDPS: <a href="https://edps.europa.eu/careers_en">https://edps.europa.eu/careers_en</a></p> <p>The legal basis of the procedure is:</p> <ul style="list-style-type: none"> <li>- the <a href="#">Staff Regulations</a> (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU (particularly Art. 12-15);</li> <li>- the <a href="#">EDPS Decision on Contract Agents</a> (4 November 2020) adopting general implementing provisions relating to the engagement and the use of contract staff.</li> </ul>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>The following <b>categories of personal data</b> are processed in the context of the above-mentioned selection procedures:</p> <ul style="list-style-type: none"> <li>- <b><u>Data identifying the applicant:</u></b> full name; gender; nationality; date and place of birth; and applicant's contact details, such as, e-mail address; telephone number; mobile telephone number; fax number; postal address.</li> <li>- <b><u>Data derived from the candidate's application:</u></b> CV and motivation letter. Other supporting documents submitted, namely, the current entity where the candidate is in assignment, or the candidate's current employer, such as an EU institution, body and agency (EUI) in the case of an inter-institutional applicant, or the candidate's current institution/company and department in case of external applicants. Other information processed includes, the candidate's country of residence; as well as function group; grade; step; seniority in their current job; type of post of the person, type of post of the current job. In the case of AST officials applying for AD vacancies, information related to certification procedure will be processed as well.</li> <li>- <b><u>Documents requested in the vacancy notice to verify whether the application is admissible or not:</u></b> a curriculum vitae; a cover letter or motivation letter. Other supporting documents submitted by candidates, including information on their education; competencies and language skills; diplomas and certificates; professional experience (including names of previous and current employers, duration of employment, level of</li> </ul>



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		<p>responsibility); their last two staff evaluation reports, and a certificate proving the applicant's status and grade in case of inter-institutional transfers. Applicants may, on their own initiative, send documents such as, letters of recommendation, certificates showing language competences, etc...</p> <p>This personal data comes from the candidate's application: the application form; their CV; their motivation letter; and any other supporting documents submitted.</p> <p>In general, no special categories of personal data (Article 10 of the Regulation) are processed. However, if candidates communicate health data relating to special needs (e.g. regarding physical access to buildings and physical mobility, any other disability), then such information is also processed for the purposes of organising the logistics of the interviews conducted by a selection panel.</p>
9.	Time limit for keeping the data	<p>The time limits for storing candidates' personal data is as follows:</p> <ul style="list-style-type: none"> <li>– 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;</li> <li>– 10 years from the end of the period worked by a recruited applicant;</li> <li>– 6 months after the submission of spontaneous applications;</li> <li>– special categories of personal data falling under Article 10 of the Regulation (e.g., health data), if communicated by the candidate (as mentioned above), are stored until the end of the selection process, then they are deleted.</li> </ul>
10.	Recipients of the data	<p>The personal data are accessed and processed by the HRBA Unit members in charge of the selection procedure and the members of the selection panel.</p> <p>The members of the selection panel are as follows:</p> <ul style="list-style-type: none"> <li>– For selection procedures of <b>non-managerial positions</b>: the relevant Head of Unit or Head of Sector, the EDPS' and/or EDPB's staff members appointed as members of the panel or appointed as observers;</li> <li>– For selection procedures of a <b>Head of Unit or equivalent positions</b>: the Head of the EDPS Secretariat, the EDPS' and/or EDPB's staff members appointed as members of the panel or</li> </ul>



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		<p>appointed as observers;</p> <ul style="list-style-type: none"> <li>- For selection procedures of <b>Director and Director-General, or equivalent positions:</b> the Supervisor; a Rapporteur as external member of the EDPS; as well as other external members to the EDPS appointed as members of the selection panel or appointed as observers.</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> <li>- Electronic file: applications from candidate are kept in the functional mailbox, which has restricted access to the HR colleagues in charge of selection and the Head of the HRBA unit. Application files are stored on the S drive, with restricted access to the HR colleague in charge of the selection and the panel members.</li> <li>- Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.</li> </ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<a href="https://edps.europa.eu/system/files/2023-02/01a_-_edps_data_protection_notice_-_staff_selection_en.pdf">https://edps.europa.eu/system/files/2023-02/01a_-_edps_data_protection_notice_-_staff_selection_en.pdf</a>

