



SELECTION OF STAFF

DATA PROTECTION NOTICE

The European Data Protection Supervisor ('EDPS') processes your personal data for the purposes of selecting staff for the EDPS Secretariat and the EDPB Secretariat.

Your personal data is processed according to [Regulation \(EU\) 2018/1725](#) ('the Regulation').

The following information is provided as per Articles 15 of the Regulation.

Who is the controller?

The controller is the EDPS, more specifically the Human Resources, Budget and Administration (HRBA) Unit of the EDPS. Contact: edps-selections@edps.europa.eu.

For more information about the EDPS, please consult our website: <https://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:

- **Data identifying the applicant:** 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.
- **Data derived from the candidate's application:** 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.
- **Documents requested in the vacancy notice to verify whether the application is admissible or not:** 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 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...

This personal data comes from the candidate's application: the application form; their CV; their motivation letter; and any other supporting documents submitted.

Normally, no special categories of personal data under 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.

Access to personal data:

Your personal data is accessed and processed by the staff members of the HRBA Unit in charge of the selection procedure and the members of the selection panel.

The members of the selection panel are as follows:

- For selection procedures of **non-managerial positions**: 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;
- For selection procedures of a **Head of Unit or equivalent positions**: the Head of the EDPS Secretariat, the EDPS' and/or EDPB's staff members appointed as members of the panel or appointed as observers;
- For selection procedures of **Director and Director-General, or equivalent positions**: 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.

Where did we get your personal data from?

Personal data is collected from a candidate's application, submitted by them (generally, via your application file provided).

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

Your personal data is processed for the purpose of selecting staff for the EDPS Secretariat and the EDPB Secretariat. For general information on our selection and recruitment procedures, please consult 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 of the Regulation applies too.

The applicable **legal basis** of the selection procedure is:

- the Staff Regulations (particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU (particularly Art. 12-15);
- 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 for?

The time limits for storing candidates' personal data is 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 the submission of spontaneous applications;
- 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.

What are your rights regarding your personal data?

You have the right to request access to your personal data and to relevant information concerning how we use it.

You have the right to request rectification of 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.

If you wish to contact the EDPS, you can send your request 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 Data Protection Officer (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 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.

The contact information is also available on the EDPS website: https://edps.europa.eu/about-edps/contact_en.