

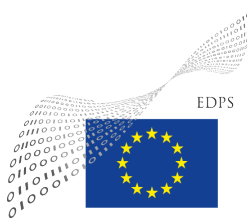


### EDPS Record of Processing Activity

Nr.	Item	Description
<i>Establishment of a database of AI experts and selection of staff from this database</i>		
1.	Last update of this record	10.12.2024
2.	Reference number	87
3.	Name and contact details of controller	<p><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></p> <p>Delegated controller:  Human Resources, Budget, Administration (HRBA) Unit  E-mail: <a href="mailto:edps-selections@edps.europa.eu">edps-selections@edps.europa.eu</a></p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://www.edps.europa.eu/about-edps/contact_en">https://www.edps.europa.eu/about-edps/contact_en</a></p> <p>In order to collect specialised profiles for a database in view of a possible recruitment, the EDPS uses <a href="#">EUSurvey</a>. In this context, the EDPS is responsible for the parametrisation of the EUSurvey form and the processing of personal data collected via the form, including documents.</p>

Document info

Roles & Contact Details



		The EUSurvey form can be accessed via EU-login. The EC - Informatics (DIGIT.DDG.D.3) is controller for processing of personal data via EU-login. For more information, please consult the applicable EC record ( <a href="#">DPR-EC-03187.1</a> ). Contact: <a href="mailto:DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu">DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu</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	n/a
6.	Name and contact details of processor	The European Commission - Informatics (DIGIT.DDG.D.1) is the processor for the EUSurvey web-based interface and the hosting of the data collected. For more information, please consult the record on EUSurvey ( <a href="#">DPR-EC-01488.1</a> ) and the related <a href="#">privacy statement</a> . Contact: <a href="mailto:DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu">DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu</a>
7.	Short description and purpose of the processing	The purposes of the processing are: - to create a database of AI experts for potential recruitment to the EDPS and EDPB Secretariats; - to select staff for the EDPS Secretariat and the EDPB Secretariat from the database.
8.	Description of categories of persons whose personal data is processed and list of data categories	<b><u>Categories of persons:</u></b> Candidates who submit their application to be included in the database.  <b><u>Categories of personal data:</u></b> - <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;

Roles & Contact Details

Description of processing

	<p>mobile telephone number; postal address.</p> <p><b>- Data derived from the candidate's application:</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, if applicable.</p> <p><b>- Documents requested in the call for expression of interest to verify whether the application is admissible or not:</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 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><b>- Personal data contained in the evaluation grid filled out by the selection panel:</b> (if a candidate fulfils the eligibility criteria and is deemed as a good fit for one of the profiles in question, they might be invited to interviews and, thus, subject to an evaluation by selection panels): name, surname of the interviewed candidates, date of the interview, assessment of each selection criteria (marks and general comments on each interviewed candidate's performance), final outcome.</p>
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Description of processing



9.	Time limit for keeping the data	<p>The time-limits for storing the data are as follows:</p> <ul style="list-style-type: none"> <li>- the information included in the database of AI experts (submitted via EUSurvey) will be stored in EUSurvey for 2 years after the closure of the call for expression of interest. After that, the information will be deleted from EUSurvey. In addition, the information will be stored in a secured folder on the EDPS corporate drive, for 2 years starting from the end of the application period; After that, the information will be deleted from the folder;</li> <li>- 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>- 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	EC-DIGIT (EUSurvey operation team and Infrastructure administrators) on a need-to-know basis.
11.	Are there any transfers of personal data to third countries or to international organisations? If so, to which ones and with which safeguards?	No.
12.	General description of security measures, where possible.	- Data stored in EC servers is managed by DG DIGIT in line with the technical security provisions laid down in EC applicable Decisions (i.e. the security of communication and information systems).

Retention

Recipients

Transfers

		<ul style="list-style-type: none"> <li>- Application files are stored on the S drive, with restricted access to the HR colleagues in charge of the selection and the panel members.</li> <li>- The devices used by EDPS staff for professional purposes (laptops and tablets) are protected by robust encryption measures;</li> <li>- Physical access to the premises of the EDPS is protected, and restricted to authorised personnel;</li> <li>- EDPS staff are under the obligation of professional secrecy under Article 56 of Regulation (EU) 2018/1725, as well as the general confidentiality obligation under the Staff Regulations.</li> </ul>	Security
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://www.edps.europa.eu/data-protection/our-work/publications/data-protection-notices-records/2024-10-25-establishment-database-ai-experts-and-selection-staff-database_en">https://www.edps.europa.eu/data-protection/our-work/publications/data-protection-notices-records/2024-10-25-establishment-database-ai-experts-and-selection-staff-database_en</a>	Data Protection Notice