

## **Privacy statement related to the processing of personal data with regard to the Selection and Recruitment of Temporary Agents (TAs), Contract Agents (CAs) and Seconded National Experts (SNEs)**

### **Introduction**

1. EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 (further referred as the Regulation).

### **Purpose of the processing of personal data**

2. Personal data are collected and processed in order to recruit EIOPA staff members (TAs, CAs) as well as SNEs.
3. In accordance with Article 5 (a) of The Regulation, the processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in the legitimate exercise of official authority vested in EIOPA. The recruitment procedure is necessary for the management and functioning of the Agency.
4. Personal data collected are processed according to the conditions set out in the above-mentioned Regulation.
5. Your data will not be used for any purposes other than the performance of the activities specified above.

### **Controller of the personal data processing**

6. The controller responsible for processing your data is EIOPA's Executive Director.

### **Legal basis of processing**

7. - As for TAs and CAs:  
Articles 12–15 and 82–84 of the Conditions of Employment of Other Servants of the EU.  
- As for SNEs:  
EIOPA Decision laying down rules on the secondment of national experts (EIOPA-MB-17/013 of 13/03/2017), in particular Articles 1 & 3.

### **Personal data collected**

8. The personal data processed are the ones provided in the data subject's application (CV, motivation letter, supportive documents) and the reports established by the Selection Committee. Additional information on health, possible convictions and conflict of interest might be required from the selected candidate.

## To whom are your data disclosed?

9. Data might, depending on the relevance, be disclosed to:
  - a. HR Relevant staff;
  - b. Selection Committee;
  - c. External contractor (recruitment agency for recruitment of Heads of Units or above)
  - d. Management of the Human Resources (Head of Operations and Oversight, Head of Corporate Support unit);
  - e. the A.I.P.N./Authority Empowered to Conclude Contracts of Employment (i.e. the Executive Director of EIOPA);
  - f. Relevant staff in the Finance Area of the Corporate Support Unit (financial verification, accountancy): Access to data that is necessary for the payment of a contribution towards travel expenses;
  - g. Travel agency staff of the travel agency under contract with the Agency, who deals with the arrangement of travels for interviews of candidates (only name and surname of the candidate, place of origin and destination, passport number, travelling days).
  - h. Legal team in case of Article 90 complaints, and/or external lawyers,
  - i. The Internal Audit Service, the European Ombudsman, the Civil Service Tribunal and the European Data Protection Supervisor.

## How long are your data kept?

10. For a successful candidate: Data are stored in your personal file for a period of five years after the termination of employment. Your criminal record will be kept only for a period of two years after the signature of your contract. In case of a legal challenge, the above date shall be extended until two years after completion of all relevant proceedings.
11. For candidates who have been added on the reserve-list: Data are stored in the recruitment file for a period of five years after the closing of the recruitment campaign. In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.
12. For unsuccessful candidates who have not been retained for the pre-screening interviews or the reserve list: Data can be kept until all appeal channels have been exhausted, incl. the time limits for appeal before the Civil Service Tribunal.
13. Reports of the Selection Committee are stored in a dedicated recruitment folder on EIOPA's main drive with limited access rights for a period of five years after the closing of the recruitment campaign. In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.

## How can you have access to your data, verify their accuracy, rectify them or object to their processing?

14. You have the right to obtain from the controller a copy of your personal data in order to check the accuracy of the data held, and/or to obtain rectification or update of these data if necessary.
15. You may also ask for deletion of your data if the processing thereof is unlawful, or to have your data blocked for a period enabling the data controller to verify the accuracy, including the completeness, of the data.

16. For the protection of your privacy and security, every reasonable step shall be taken to ensure that your identity is verified before granting access, or rectification, or deletion.
17. You have the right to object on compelling legitimate grounds relating to your particular situation to the processing of your personal data, except in the cases covered by Article 5(b), (c) and (d) of the Regulation.

#### **Whom can you contact if you have questions or complaints with regard to data protection?**

18. Should you wish to obtain access to your personal data, their rectification, or deletion or to object, please contact at any time either to the HR team ([recruitment@eiopa.europa.eu](mailto:recruitment@eiopa.europa.eu)) or to EIOPA's Data Protection Officer ([DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu)). A reply to such requests should normally be provided within 15 working days.
19. All questions or complaints concerning the processing of your personal data can be addressed to EIOPA's Data Protection Officer. Alternatively you can also have recourse at any time to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).