



EIOPA-15-788-REV 3  
11 December 2018

## **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 (EU) No 2018/1725 (further referred as the Regulation).<sup>1</sup>

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

2. The controller responsible for processing your data is EIOPA's Executive Director.
3. Address and email address of the controller:  
Westhafenplatz 1, 60327 Frankfurt am Main, Germany  
[fausto.parente@eiopa.europa.eu](mailto:fausto.parente@eiopa.europa.eu)

### **Contact details of EIOPA's Data Protection Officer**

4. Westhafenplatz 1, 60327 Frankfurt am Main, Germany  
[dpo@eiopa.europa.eu](mailto:dpo@eiopa.europa.eu)

### **Purpose of processing your personal data**

5. Personal data are collected and processed in order to recruit EIOPA staff members (TAs, CAs) as well as SNEs.
6. Your data will not be used for any purposes other than the performance of the activities specified above. Otherwise you will be informed accordingly.

### **Legal basis of the processing and/or contractual or other obligation imposing it**

7. - As for TAs and CAs:

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<sup>1</sup> 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

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.

### Recipients of your personal data

9. Data might, depending on the relevance, be disclosed to:
  - a. Staff of the HR Unit;
  - b. Selection Committee;
  - c. External contractor (recruitment agency for recruitment of Heads of Units or above)
  - d. Management of the Human Resources (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. Staff of the travel agency under contract with EIOPA, 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 complaints under Article 90 of the EU Staff Regulations, and/or external lawyers,
  - i. The Internal Audit Service, the European Ombudsman, the Civil Service Tribunal and the European Data Protection Supervisor.

### Transfer of personal data to a third country or international organisation

10. No personal data are sent to a third country or an international organisation in the context of this processing activity.

### Retention period

11. For a successful candidate: Data are stored in your personal file for a period of ten (10) 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 (2) years after completion of all relevant proceedings.
12. 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 (2) years after completion of all relevant proceedings.

13. 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.
14. 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.

### **Profiling**

15. No decision is taken by EIOPA in the context of recruitment procedures solely on the basis of an automated processing of candidates' personal data.

### **Your rights**

16. You have the right to access your personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.
17. You have the right to request the erasure of your personal data, as well as object to or obtain the restriction of their processing.
18. You have the right to withdraw your consent to the processing of your personal data at any time.
19. 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.
20. Should you wish to access/rectify/delete your personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact [recruitment@eiopa.europa.eu](mailto:recruitment@eiopa.europa.eu) or [DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu).
21. Any complaint concerning the processing of your personal data can be addressed to EIOPA's Data Protection Officer ([DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu)). Alternatively you can also have at any time recourse to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)).