



## **Staff selection and recruitment (contract and temporary agents)**

### **Privacy Statement**

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the Staff selection and recruitment (contract and temporary agents).

#### **1. Who is responsible for processing your personal data (data controller)?**

The controller is the European Education and Culture Executive Agency, Avenue du Bourget 1, BE-1049 Brussels

The person designated as being in charge of the processing operation is the Head of Unit R1- People, Workplace and Communication.

Email: [EACEA-HR-SELECTION@ec.europa.eu](mailto:EACEA-HR-SELECTION@ec.europa.eu);  
[EACEA-STAFF-MOVES@ec.europa.eu](mailto:EACEA-STAFF-MOVES@ec.europa.eu)

#### **2. Which personal data are processed?**

- Personal data allowing identification of the candidate: title, surname, first name.
- Information provided by the candidate to contact the candidate and to allow practical organization of interview (and/or written tests): street, postcode, place, country, telephone and email address.
- Information provided by the candidate to allow the verification of the eligibility and selection criteria as laid down in the vacancy notice: nationality, education and training (diploma awarded), professional experience (job title, length, company name, company type and web address of company (optional), main tasks and responsibilities), personal skills and competencies.
- Motivation letter of candidate.
- Information on the bank account and copy of candidate's ID, necessary to process the reimbursement of travel expenses (only in the case candidates have to travel to Brussels for the interview/written tests)
- Birth certificate;
- Criminal record;
- Documents specifying usual place of residence of last 5 years and 6 months;

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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 Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

- National family allowances declaration;
- Statement on position regarding military service;
- Marriage certificate;
- Birth certificate of children;
- Copy of divorce or legal separation;
- Declaration of conflict of interest;
- Family relationship declaration.
- Medical clearance: conclusion of the Commission Medical Service on the pre-recruitment medical examination. No medical data in the strict sense is kept by the Agency.

In the context of the Junior Professional Programme:

- Personnel number,
- First name/Surname,
- Nationality, Gender,
- Date of Birth,
- Entry Date to the Agency,
- Employment Type,
- Grade,
- Professional experience.

Providing these data is mandatory.

### **3. For which purpose do we process your data?**

The objective of the procedure is the selection and recruitment of well-qualified contract and temporary staff with a high degree of professionalism on the broadest possible geographical basis in the EU, through an equitable, transparent, objective and impartial selection process.

The purpose of the processing is also to draw up reserve lists of selected candidates (contract and temporary agents). The reserve lists might be shared with the other Executive Agencies (CINEA, EISMEA, ERCEA, HaDEA and REA) or other European Union Institutions and bodies for potential recruitment (only TA reserve list and upon specific request).

### **4. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data may be given on a need-to know basis to the following recipients:

- The Human Resources Unit of EACEA
- Members of the Selection Board
- Heads of Unit of EACEA and their secretary when processing data under their authority and supervision
- Heads of Department of EACEA and their secretary or assistant when processing data under their authority and supervision
- The Director of EACEA and their secretary or assistant when processing data under their authority and supervision
- The legal team of EACEA (in case of complaints)
- European Commission: PMO, designated financial teams at EACEA (for travel reimbursements, establishment of salary and individual rights, payments)
- European Commission: Medical Service (for the pre-recruitment medical examination)
- European Commission (DG HR.B.1) (in the context of the Junior Professional Programme)
- When written tests are organised in remote, the support team and invigilator team of Test Reach.

The reserve lists for contract and temporary agents might be shared with the Human Resources and Directors of Executive Agencies (CINEA, EISMEA, ERCEA, HaDEA and REA) or other European Union Institutions and bodies.

In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation.

This includes, in particular, the following recipients:

- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure;
- The European Anti-Fraud Office (OLAF);
- The Internal Audit Service of the Commission
- The Investigation and Disciplinary Office of the Commission (IDOC)
- The European Court of Auditors
- The European Ombudsman
- The European Public Prosecutor's Office
- EU courts and national authorities

## **5. How long do we keep your personal data?**

The applications of all candidates together with all other documents containing personal data collected during the selection process are kept in the selection file (electronic version and Ares).

The retention period of the selection file is 2 years after the closing of the reserve list (12.3.4 D bis Common Retention List (CRL) – Commission Decision SEC/2022/400 of 19/12/2022). After this period, the selection file is eliminated.

The recruitment working files (exchange of mails between EACEA HR and the staff member, notes to the files, grading calculations etc.) are saved in a restricted HR dedicated drive and/or in the Functional Mailboxes and are kept for maximum 4 years (CRL Point 12.3.17).

The same retention time applies for documents filed in a specific restrict ARES folder (offer of employment, conflict of interest, contracts and medical clearance).

Documents collected from the candidate for their recruitment and that are important for a staff's member career are placed in the staff personal file (paper and electronic version). The retention period of the personal file is 8 years after the extinction of all rights of the person concerned and of any dependents, and for at least 100 years after the recruitment of the person. (CRL 12.3.7.)

The criminal records records are checked before recruitment and returned immediately to the data subject.

## **6. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

NB: Considering the competitive nature of the selection process, the right to rectify information can only apply to the factual data processed within the concerned selection procedure. The right to rectify these data can only be exercised up to the closing date for submission of applications. However, inaccurate identification factual data may be rectified at any time during and after the selection procedure.

As this processing of your personal data is based on point of Article 5(1)(a), please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

## **7. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time: <https://edps.europa.eu>.

## **8. On which legal basis are we processing your personal data?**

Article 5(1)(a) of data protection 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 (to be laid down in Union Law);

For the purposes of point (Article 5(1)(a):

- Council Regulation (EC) No 58/2003 (laying down the statute for executive agencies): Article 18 lays down the general conditions regarding the staff to be recruited by the executive agencies;
- Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, Conditions of Employment of Other Servants of the European Communities, Articles 2 (f) and 12 (temporary agents) and Articles 3a and 82 (contract agents) as last amended by Council Regulation (EU) No 1416/2013;
- Commission decision C(2017)6760 final of 16/10/2017 on the general implementing provisions on the procedures governing the engagement and the use of contract staff adopted by analogy by EACEA Decision of the Steering Committee EA\_2017\_SC04\_D4ia of December 2017;
- Decision of the EACEA Steering Committee laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union (Ares (2015) 1412826 of 31/03/2015).
- EACEA Guidelines for Temporary Agents (TA 2f) and Contract Agent selection.

Article 5(1)(d) of Regulation 2018/1725: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

For the pre-existing TA/CA reserve lists (from 2018 to 2022), the explicit consent of the selected candidates will be obtained to share the list.