



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** Recruitment procedure for non-management staff – officials and temporary agents to be employed on non-management posts in the JRC

**Data Controller:** Directorate-General “Human Resources and Security” / Directorate “Account Management Centre / Unit “AMC 8 serving JRC” (HR.DDG.AMC.8)

**Record reference:** DPR-EC-01050

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## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to this processing operation concerning documents and information provided by the candidate (non-management) for his/her recruitment undertaken by the personnel in the HR.DDG.AMC.8 unit dealing with your recruitment is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation:

Unit HR.DDG.AMC.8 (referred to hereafter as Data Controller), under the responsibility of the Head of Unit, collects and uses your personal information in order to carry out your recruitment as an official or temporary agent, in compliance with the requirements of the Staff Regulations, as well as with the possible selection/competition notice.

The processing of your personal data is also aimed at verifying your identity, establishing your financial rights upon recruitment and your access card. It is also used in order to assess the existence of potential conflicts of interests and to determine the necessary mitigating measures.

Your personal data will *not* be used for an automated decision-making, including profiling.

## **3. On what legal ground(s) do we process your personal data**

The processing of personal data falls under Article 5(1) of Regulation (EU) 2018/1725, **lawfulness of processing**, sub-paragraph a).

We process your personal data, because:

(a) 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;

The legal bases for processing are, in particular, the following:

- Articles 5, 27, 28, 29, 30, 31, 32 and 33 of the Staff Regulations,
- Articles 12 and 13 of the Conditions of Employment of other Agents of the Union,
- Commission Decision C(2013)9049 on policies for the engagement and use of temporary agents,
- Commission Decision C(2013)8970 laying down general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement.

#### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation Unit HR.DDG.AMC.8, under the responsibility of the Head of Unit, collects the relevant personal data from the following categories of personal data:

- Your full name, address, gender, nationality, date and place of birth;
- Diplomas and certificates;
- Data relating to your professional experience (name of the employer, duration, level of responsibility);
- Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, IP address);
- Extract of police record;
- Medical fitness to work certificate issued by the Medical Service,
- Information for the evaluation of selection criteria or eligibility criteria: expertise, technical skills and languages, educational background, professional experience including details on current and past employment;
- Data relating to linguistic and IT skills;
- Data relating to your civil status, dependant person and family in the European Commission;
- Bank account reference (IBAN and BIC codes), VAT number, passport number, ID number;
- Data relating to conflict of interest;
- Data relating to the fulfilment of military obligations;

The provision of this personal data is mandatory in order to allow the institution to assess that the requirements of the Staff Regulations and of the other rules mentioned above, as well as of the selection/competition notice (where applicable), are met. If you do not provide your personal data, the institution may not be in position to carry out your recruitment.

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

In reference to the Commission's Common Retention List SEC (2019)900/2 12.3.7, the Unit HR.DDG.AMC.8 keeps your personal data for the time necessary to fulfil the purpose of collection or further processing for 8 years after the extinction of all your rights and of any of your dependants. At least for 100 years after your recruitment. The data of candidates who are not recruited are kept for 5 years.

Please note that the section of your personal file containing information on criminal offenses or their absence will be made unreadable by editing out all information concerning the presence or absence of criminal offences in the relevant document.

For non-recruited candidates, HR.DDG.AMC.8 keeps a record of the data received for 5 years.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The specific security measures include: the application of the correct restricted markings in ARES, the use of encryption (SECEM) and limiting the access rights to files saved on Shared Drives, Functional Mailboxes, etc. based on the need-to-know basis principle.

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

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Your data will be disclosed to:

- the JRC HR Business Correspondent;
- the JRC Appointing Authority and Authority Empowered to Conclude Contracts of Employments;
- the Selection, Recruitment and End of Service Unit (HR.DDG.B.1)
- the Office for the Administration and Payment of Individual Entitlements (PMO), for the determination of your various rights;
- the JRC Security Service or HR Security Directorate for the establishment of your access card or in case of security clearance/checks;
- the Ethics and Ombudsman Unit HR.E.3 (in case of doubt regarding conflict of interest);
- the Investigation and Disciplinary Office of the Commission (in particular in case of doubt regarding your criminal record extract).
- the Medical Service
- For Karlsruhe site: National Security Authority: Ministerium für Umwelt, Klima und Energie-wirtschaft Baden-Württemberg, Stuttgart,

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.DDG.B1, Mailbox address:

[HR-AMC8-OFFICIALS-TEMPORARY-AGENTS@ec.europa.eu](mailto:HR-AMC8-OFFICIALS-TEMPORARY-AGENTS@ec.europa.eu)

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### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>. The relevant legacy notifications are the following: DPO-2667; DPO-1964 and DPO-3462.