



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** Management of Interimaires (JRC Ispra)

**Data Controller:** Directorate-General “Human Resources and Security” / HR for Specific Sites & Services / Unit “HR for JRC” (**HR.E.4**)

**Record reference:** DPR-EC-02126

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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 processing operation “Management of Interimaires (JRC Ispra)” undertaken by HR.E.4 is presented below.

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

To ensure business continuity and to provide temporary solutions for critical staff absences at the JRC Ispra site, a framework contract has been concluded with a national employment agency to recruit interim agents for clerical and manual work. The interim agents will be assigned to a Unit located at JRC Ispra site. During the stay, the interim agent will perform the tasks defined in the job description.

Purpose of the processing operation: to organise the selection procedure for interim agents and to manage your stay at the JRC.

Your data will be transmitted through electronic mail or through ARES, the common information system used by all the Commission's Services.

Your data are stored electronically and/or physically (on paper). Electronic archives (including Outlook public folders) are only accessible to staff members of Unit HR.E.4. Paper archives are in a locked room.

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**

We process your personal data pursuant to:

- Article 5(1)(a) of Regulation (EU) 2018/1725, because 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;
- Article 5(1)(c) of Regulation (EU) 2018/1725, because processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The Basis for the processing is laid out in:

- Commission Decision C(2004) 1597 of 28 April 2004 on the maximum duration for the recourse to non-permanent staff in the Commission services, in particular Article 1(2)(c) and (d);
- Agency staff are not Commission employees: They are not subject to the Staff Regulations or the Conditions of Employment of Other Servants of the European Union (CEOS). They have a contract of employment with a temporary agency which makes them available to the Commission under the conditions laid down by the laws and regulations in force in Italy. The use of agency staff is based on a framework contract concluded between the Commission (contracting authority) and the employment agencies.

The processing concerns special categories of data. Interim agents are requested to undertake a pre-recruitment medical visit with the Medical Service at JRC Ispra. The activity associated with the pre-recruitment medical visit is already covered by separate notifications.

The processing concerns data related to 'criminal convictions and offences' when required for access to JRC premises, and/or to restricted areas and data. The activity associated with providing access to JRC premises is already covered by separate notifications.

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

In order to carry out this processing operation Unit HR.E.4 collects the following categories of personal data:

At the Selection phase:

- Surname, first name, date and place of birth, gender, nationality, telephone number, (e-mail) address;
- The curriculum vitae of candidates, including their motivation;
- Education, university degree / diploma, date of award of degree, length of professional experience;
- Languages (and level);

At the management phase:

- Copy of passport/ID and visa, if necessary;
- Criminal record;
- Fitness for work sheet;
- Certificates of health and safety training;
- List of names from Staff with occupational health and safety responsibility on the JRC Ispra site;
- Request to order and purchase order;
- Timesheets;
- Invoices.

The provision of personal data is mandatory to meet a contractual requirement necessary to be recruited. If you do not provide your personal data, the recruitment cannot be finalised.

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

The Unit HR.E.4 keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 50 years after the end of the contract. The file contains the request (form and attachments), criminal record, fitness for work sheet, certificates of health and safety training, request to order and purchase order. All other documents are eliminated after 10 years. Personal data relating to interim staff that was not selected, or withdraw the application is kept for maximum 2 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 either 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 the application of the correct restricted markings in ARES, the use of encryption (SECEM) and restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **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.

Persons having access to information (depending on the stage reached in the process):

- Unit HR.E.4 HR for JRC;
- Medical Services;
- HR Business Correspondent
- Recruiting Services
- Security Service
- The Investigation and Disciplinary Office of the Commission (IDOC);
- National Employment Agency

<b>Recipients</b>	<b>Data provided</b>
Unit HR.E.4 HR for JRC JRC HR Business Correspondent	All data collected during the application and management phase;
Medical Services	Surname, first name, date of birth, Personal Identification Number (PerID)
Recruiting Services	Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail,  Curriculum vitae,  Education, university degree / diploma, date of award of degree, length of professional experience,  Language skills and level;
Security Service	Copy of passport/ID,  Criminal record extract,  Curriculum vitae;
The Investigation and Disciplinary Office of the Commission (IDOC)	Full name,  Criminal record extract;
JRC Health and Safety	Certificates of health and safety training,  Surname, first name, date and place of birth;
National Employment Agency	List of names from Staff with occupational health and safety responsibility on the JRC Ispra site and names of line manager.

## **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.

## **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.E.4. (HR-JRC-ISPRA-INTERIMS@ec.europa.eu)

- **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: <https://ec.europa.eu/dpo-register/>.

This specific processing operation has been included in the DPO's public register with the following Record reference DPR-EC-02126.