



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 and Contract Management of Contract Staff at the Joint Research Centre

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

Record reference: DPR-EC-01056

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

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 "Recruitment and Contract Management of Contract Staff at the Joint Research Centre" undertaken by HR.E.4 is presented below.

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

The purpose of the processing is to manage the recruitment and contract management process of contract staff at the Joint Research Centre of the European Commission.

Purpose of the processing operation: HR.E.4 collects and uses the personal information, to prepare the contract 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.

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, i.e. : *“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”*.

This is laid out in the following legal acts: Title IV of the Conditions of Employment of Other Servants of the European Union (CEOS) and Commission Decision C (2017) 6760 final of 16.10.2017 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under Articles 3a and 3b of the Conditions of Employment of Other Servants of the European Union (CEOS).

The processing concerns data related to ‘medical fitness’: Article 82(3)d of the Conditions of Employment of other servants of the European Union *A member of the*

contract staff may be engaged only on condition that he/she is physically fit to perform his duties.

The processing concerns data related to 'criminal convictions and offences': Article 82(3)c of the Conditions of Employment of other servants of the European Union *A member of the contract staff may be engaged only on condition that he/she produces the appropriate character references as to his suitability for the performance of his duties*

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 recruitment phase:

- Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail;
- Curriculum vitae and motivation letter, including education (university degree/diploma), date of award of degree, length and description of professional experience, knowledge of languages and IT skills.
- Legal Entity form and Bank Account information (for reimbursement of travel expenses, if applicable).
- Selection report;
- Application form;
- Copy/scan of identity document;
- Visa (if necessary);
- Criminal record;
- Declaration 'Conflict of Interest by selected candidates' aiming at allowing the authority empowered to conclude contracts of employment to identify potential or actual conflict of interest in relation to the specific position offered and the appropriate measures to be adopted, if any;
- Copy of diploma/s, employment contracts, payslips, aiming at confirming the eligibility for the position and establishing the grading. For non-salaried professional activities (e.g. self-employed, liberal professions) tax returns, statements of fees from national bodies, or any other supporting document of an official nature;
- Medical fitness to work certificate issued by the Medical Services;
- Birth certificate;
- Family composition (marriage certificate and / or birth certificate of children for the establishment of allowances);
- Declaration of spouse's/partner's professional income, declaration of eventual family allowances from other sources – if applicable;
- Legal Entity form and Bank Account information (if not already provided);
- Contract, For JRC Karlsruhe: "Zuverlässigkeitssüberprüfung" application (filled in and signed in original for a mandatory security check carried out by the competent German authorities and required for all persons working in nuclear installations).

At the contract management phase:

- Contract amendments

The provision of personal data is mandatory to meet a contractual requirement necessary to be employed as a Contract Staff at the JRC.

If you do not provide your personal data, the contract cannot be finalised.

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.E.4 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 file contains all documents relating to your career. All other documents are eliminated after 10 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. 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.

Depending on the stage reached in the recruitment process, your data will be will be accessible to:

- Unit HR.E.4 HR for JRC;
- Authority Authorised to conclude Contracts Of Employment for JRC (AACE);
- Medical Services;
- JRC HR Correspondent;
- Recruiting Services within JRC;
- Security Services;
- The Office for the Administration and Payment of Individual Entitlements (PMO);
- The Investigation and Disciplinary Office of the Commission (HR.IDOC);
- Unit HR.F.5 Ethical Conduct, if analysis of Conflict of Interest forms is necessary;
- National Authorities;
- For JRC Karlsruhe: National Security Authority: Ministerium für Umwelt, Klima und Energie-wirtschaft Baden-Württemberg, Stuttgart;
- For JRC Petten: Ministry of Foreign Affairs.

Recipients	Data provided
Unit HR.E.4 HR for JRC JRC HR Correspondent Authority Authorised to conclude Contracts Of Employment (AACE)	All data collected during the application, selection, recruitment and management phase,
Medical Services	Surname, first name, date of birth, Personal Identification Number (PerID),
Recruiting services within JRC	Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail, Curriculum vitae and motivation letter, including education (university degree / diploma), date of award of degree, length and description of professional experience, knowledge of languages and IT skills, Invitation letter, Selection report, Conflict of Interest Form;
Security Services	Passport/ID and visa (if necessary), Criminal record extract, Curriculum vitae;
The Office for the Administration and Payment of Individual Entitlements (PMO)	Necessary data categories in the personal file in SYSPER;
The Investigation and Disciplinary Office of the Commission (HR.IDOC)	Full name, Criminal record extract;
Unit HR.F.5 Ethical Conduct	Conflict of Interest Form, Curriculum vitae;
National Authorities	Surname, first name, date and place of birth, gender, nationality;
For JRC Karlsruhe: National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden- Wuerttemberg, Stuttgart.	Copy of passport/ID, Criminal record extract, Curriculum vitae;
For JRC Petten: Ministry of Foreign Affairs	Copy of passport/ID, Personal information as requested according to the Protocol Guide for International Organisations

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-CONTRACT-STAFF-RECRUITMENT@ec.europa.eu).
- **The Data Protection Officer (DPO) of the Commission** You may contact the Data Protection Officer (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) 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-01056.