

EEAS PRIVACY STATEMENT

for the purpose of the processing operation

'Recruitment Procedure for Officials and Temporary Agents within the EEAS (excluding the annual mobility exercise)'

| |
|--|
| 1. INTRODUCTION |
| THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ITS ART. 8. THE PRESENT PRIVACY STATEMENT DESCRIBES WHICH MEASURES ARE TAKEN IN ORDER TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH <u>REGULATION (EC) 45/2001 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE COMMUNITY INSTITUTIONS AND BODIES AND ON THE FREE MOVEMENT OF SUCH DATA</u> , AS IMPLEMENTED IN THE EEAS BY <u>DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011</u> . ALL DATA OF A PERSONAL NATURE - NAMELY DATA WHICH CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WHICH YOU PROVIDE TO THE EEAS WILL BE HANDLED WITH THE NECESSARY CARE. |
| 2. PURPOSE OF THE PROCESSING OPERATION |
| The purpose of the present manual processing operation supported by the IT application ("e-application") is to manage selection and recruitment of officials and temporary agents within the EEAS. |
| 3. DATA PROCESSED |
| Personal data submitted for the purpose of job applications, in particular: <ul style="list-style-type: none"> CVs Other material* <p>* Other material covers any document related to the applicant's career, including grade, nationality, and similar personal data, as well as data that is specific to the application, i.e. motivation letters, certificates from Member State diplomats attesting membership of their diplomatic service</p> |
| 4. CONTROLLER OF THE PROCESSING OPERATION |
| The controller ¹ responsible for the processing operation is the Head of the MDR C2: Selection and Recruitment of AD and AST staff of the Human Resource Directorate or his/her Deputy acting on his/her behalf. |
| 5. RECIPIENTS OF THE DATA |
| The recipients of your data will be: <ul style="list-style-type: none"> MDR C.2 staff – processors of the data (CVs and other material) Members of selection panels including representatives of Member States, Council, Commission and EEAS * <ul style="list-style-type: none"> * According to the decision of the CCA (Consultative Committee on Appointments), senior management is appointed following a selection procedure in which representatives of Member States, Council, Commission and EEAS take part. The Commission, Council and Member States are appointing their representatives, who may vary for each selection panel. This may also be applicable to other AD posts. Appointing Authority Line Managers and hierarchy at EEAS HQ involved in open vacancy selection procedures if and when appropriate <p>The information in question will not be communicated to third parties, except where necessary for the purposes outlined above.</p> |
| 6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA |
| You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, which will be implemented within 5 working days after your request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the following functional mailbox: MDR-C2@eeas.europa.eu . |
| 7. LEGAL BASIS FOR THE PROCESSING OPERATION |
| The legal basis of the processing operation at stake is: Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on <ul style="list-style-type: none"> http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf, in particular Article 6 thereof, the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities. PROC HR 2011/005 (9/03/2011) on establishing and laying down the rules of procedure for the Consultative Committee on Appointments to the European External Action Service |
| 8. TIME LIMIT FOR STORING DATA |
| Your data will be retained for a maximum period of 5 years. Data will be removed at the end of this period. |
| 9. CONTACT |
| In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office at data-protection@eeas.europa.eu . |
| 10. RECOURSE |
| You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu . |

¹ The controller is the organisational entity which determines the purpose and means of the processing of personal data.