

## for the purpose of the processing operation

### **'Selection, Recruitment and Administrative Management for international staff in CSDP Missions by the EEAS Civilian Planning and Conduct Capability (CPCC)'**

#### **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 ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN 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 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, AS IMPLEMENTED IN THE EEAS BY THE DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011. 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 processing operation is to process personal data of international staff in CSDP Missions in relation to personnel selection procedures and to other administrative matters by the EEAS Civilian Planning and Conduct Capability (CPCC).

#### **3. DATA PROCESSED**

The data which will be processed for that purpose are the following:

- personal data submitted for the purposes of selection:
  - Application forms
  - CVs
  - Shortlisting grids
  - Evaluation grids
  - Selection panel records

Data collected may include:

- name,
- date and place of birth,
- gender,
- nationality,
- official address
- emergency contact details
- passport number
- criminal records (in case of selected candidates for contracted positions)
- proof of educational qualifications (in case of selected candidates for contracted positions)
- proof of employment certificate (in case of selected candidates for contracted positions),etc.

#### **4. CONTROLLER OF THE PROCESSING OPERATION**

The Controller determining the purpose and the means of the processing operation is the European External Action Service. The Divisions responsible for managing the personal data processing operation are the EEAS CPCC Conduct of Operations Division (OPS) EEAS CPCC.1, Chief of Staff/horizontal Coordination Division (Chief of Staff) EEAS.CPCC.2, Mission Support Division (MSD) EEAS.CPCC.3 under the supervision of the Director of the CPCC or the Deputy acting on his/her behalf.

#### **5. RECIPIENTS OF THE DATA**

The recipients of your data are principally EEAS CPCC Conduct of Operations Division (OPS), Chief of Staff/Horizontal Coordination Division (Chief of Staff) and Mission Support Division (MSD).

The recipients of the data may include the following, on a strict "need-to-know policy" basis:

- EEAS CPCC assigned staff, including Director and other designated personnel
- Heads of Division and other assigned staff in the division relevant for the particular recruitment
- Heads of Missions and Head of Mission Support/Human resources in CSDP – Co-controllers processing personal data (CVs and other material)
- Members of selection panels including EEAS CPCC and Mission staff members\* as well as representatives of the European Commission Foreign Policy Instrument - EC FPI and HRVP Spokesperson's Office, if applicable

*\* Selection panel members, including Mission staff commit themselves to provisions on confidentiality.*

The information in question will not be communicated to third parties, except where necessary for the purposes outlined above.

<b>6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA</b>
<p>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 10 working days after your specific 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: <a href="mailto:cpcc.secretariat@eeas.europa.eu">cpcc.secretariat@eeas.europa.eu</a>.</p>
<b>7. LEGAL BASIS FOR THE PROCESSING OPERATION</b>
<p>The legal basis of the processing operation at stake is: Civilian Operations Commander Instruction 5/2017 on the new selection procedure for CSDP Missions' staff</p> <p>Further legal basis: 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 <a href="http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf">http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf</a></p>
<b>8. TIME LIMIT FOR STORING DATA</b>
<p>Your data will be retained:</p> <ul style="list-style-type: none"> <li>▪ In case of <i>recruited applicants</i> the personal data is retained for 10 years as of the termination of employment.</li> <li>▪ Recruitment case-handling file is retained for 2 years after the end of the selection procedure.</li> <li>▪ In case of <i>non-recruited applicants</i>, the data is retained for 2 years as of the termination of the selection procedure. In case of a judiciary procedure the personal data is kept for 5 years on a pending case and 2 years in case of a complaint before the Ombudsman.</li> <li>▪ In case of <i>non-recruited applicants on the "reserve lists for appointment"</i> the conservation of the data is to be determined in terms of the validity and the actual extension of the respective reserve lists.</li> </ul> <p>When appropriate, personal data contained in <i>supporting documents</i> should be deleted if possible, where these data are not necessary for <i>further purposes</i>, e.g. control, inspection and audit.</p>
<b>9. DPO CONTACT</b>
<p>In case you have questions related to the protection of your personal data, you can also contact the EEAS Data Protection Office EEAS DATA PROTECTION &lt;<a href="mailto:data-protection@eeas.europa.eu">data-protection@eeas.europa.eu</a>&gt;.</p>
<b>10. RECOURSE</b>
<p>You have at any time the right of recourse to the European Data Protection Supervisor: <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a>.</p>