



EUROPEAN UNION CAPACITY ADVISORY MISSION IN THE CENTRAL AFRICAN REPUBLIC

PRIVACY STATEMENT ON RECRUITMENT, SELECTION AND ADMINISTRATIVE MANAGEMENT OF CONTRACTED AND SECONDED STAFF

I. The protection of your privacy including your personal data is of great importance to the European Union and to European Union Advisory Mission the Central African Republic (EUAM CAR). When processing personal data we respect the principles of the charter on Fundamental Rights of the European Union, and in particular article 8 on data protection.

This privacy statement describes how EUAM CAR processes your personal data for the purpose for which it is collected and what rights you have as a data subject. Your personal data is processed by EUAM CAR in accordance with Regulation (EU) 2018/ 1725 of the European Parliament, 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), Decision No 1247/2002/EC of 11 December 2018, aligned with provisions of the General Data Protection Regulation (EU) 2016/679 and in accordance with the Civ-OpsCdr instruction 12-2018 and subsequent amendments to the SOP on the Protection of personal data for CSDP Missions.

All data of personal nature which potentially can identify individuals directly or indirectly is processed fairly for specified purposes and in accordance with the law.

II. PURPOSE:

Why do we process your data? The main purpose of the data processing is to manage selection, recruitment and administrative processes of local/international contracted and seconded international staff during their tour of duty/contract period. The Mission collects, manages and stores data related to applicants and Mission Members (MM) with a view to:

- identify and select the most suitable candidates for specified positions;
- retain records of interviews and evaluations related to selection procedures;
- record performance grids and evaluations [PER]; and
- record leave and sick leave records.

III. DATA PROCESSED: What data we process? The data, including personal data, includes the following information:

- surname(s), middle and first name(s) date and place of birth
- gender
- nationality
- military/police rank
- photo

- start/end of mission dates
- application form (CV)
- resignation letters and approvals
- per diem and salary slips (contracted staff)
- mission ID number
- call sign (radio)
- mission phone/e-mail
- languages levels (EN, FR)
- peer/mediator info
- leave requests
- location and contact details during leave
- flights information related to leave
- deployment form
- employment contract
- grading file
- title/function/position
- possible redeployment within the Mission
- security clearance (date issued and expiry date)
- emergency contact person
- insurance reference number
- passport number, validity, dates, type
- blood type
- driving licence
- marital status
- phone number(s)
- personal e-mail
- home address (residence)
- various agreements/attestations/certifications/evaluations/declarations:
 - confidentiality agreements
 - performance evaluations (PER) o medical certificates
 - sick leave reports o vaccination certificates
 - pregnancy confirmation certificates o employment/secondment attestations
 - training certificates
 - declaration of residence (international contracted)
 - declaration of conflict of interest
 - National Contingent Leader appointments
 - check-out memos, forms and handovers documents.

**Nota bene:* While this list may not be exhaustive it includes most of the relevant, standard documents processed.

IV. DATA CONTROLLER:

Who is entrusted with processing your data? The Data Controller for EUAM CAR is the Head of Mission.

V. ACCESS:

Who has access to your data? The Head of Mission, the Deputy Head of Mission, the Human Resource Unit, Security and Duty of Care Unit (Medical) and duly appointed and authorised Interview Panel Members and Observers (interview relevant data only.)

VI. ACCESS, RECTIFICATION, ERASURE OF DATA:

What rights do you have? You have the right to access your personal data, including to request correction of demonstrable inaccurate or incomplete personal data. In the unlikely event it is unlawfully collected, you may request it is deleted.

VII. LEGAL BASIS:

On what grounds do we collect your data?

- Council Decision: Counsel Joint Action 2008/796/CFSP and subsequent amendments, including the latest Counsel Decision (CFSP) 2016/2238
- The OPLAN EEAS
- CivOpsCom Instruction 12/2018 - SOP on Personal Data Protection
- EUAM CAR - SOP on Personal Data Protection
- The Status of Mission Agreement between the Central African Republic and the European Union/EUAM CAR
- The Human Resource Handbook

VIII. DATA STORAGE AND SECURITY:

How is it organised? As a general rule all personal data is stored electronically and is solely available to authorised staff. Data is stored for the duration of the MM's tour of duty/employment period. All data is stored and retained in accordance with the law and regulations, including the EUAM CAR SOP on Personal Data Protection. Specifically, the following measures applies:

- Personal e-data is stored on the Mission's secure servers.
- Personal data is processed by authorised staff on a need to know basis and appropriate measures are employed to safeguard data. For instance, access rights ensure that data is accessed by authorised staff for specific and lawful purposes only, eg. by the Mission's human resource officers and/or Mission Security. In addition, further measures are employed to safeguard the data, eg. password protection, data encryption, system monitoring to detect potential unusual activities.
- Hard copies of medical data information are kept in secure and locked metal file cabinets.

IX. RETENTION PERIOD:

As a general rule Mission Members data related to recruitment, selection and administration of contracted and seconded staff is retained for 10 years after termination of duties. However, five years after termination of duty this data will be moved to a separate drive accessible only to HOM and the Head of the HR department. In case of Mission closure this data will be archived with the EEAS Information and Document Management Sector.

For non-selected candidates most data is retained for two years after completion of the relevant Call for Contribution after which it is permanently deleted. However, select data (application tables, shortlisting grids and selection panel reports) are kept for 5 years. In cases involving litigation or a complaint the medical data will be retained for 5 years after the final decision/judgment is rendered.

After the expiry of the respective retention periods all data (electronic and hard data) will be permanently deleted by shredding, burning and deletion of all data storage.

X. MISSION DATA PROTECTION ADVISOR:

If you have questions related to the protection of your medical data, please contact the Mission's Data Protection Advisor (MDPA) at: data-protection@euam-rca.eu

XI. RECOURSE

If you have a request or complaint, you may write to the HOM of EUAM CAR.