

EEAS Personal Data Processing Record

Ref. Article 31 of Regulation (EU) 2018/1725 - Legal obligation for maintaining records

1	Title of the processing activity	Secondment of EC Staff to EU Delegations
2	Update of the record (last modification date)	03/01/2024
3	Register reference number	3221
4	Identity and contact details of the Data Controller Joint Controller (if applicable) Data Processor (if applicable)	RM.HR.2 - HR Selection and Recruitment European External Action Service Rond Point Schuman 9A, 1046 Brussels, Belgium Email:SELECTION-AND-RECRUITMENT@eeas.europa.eu
5	Identity and contact details of the Data Protection Officer	EEAS Data Protection Officer (DPO): Emese Savoia-Keleti. SG.AFFGEN.DPO Functional Mailbox of the DPO: DATA-PROTECTION@eeas.europa.eu
6	Purpose of the processing activity	The European Commission and the EEAS collect and use the personal information in view of establishing a list of Commission middle managers or former middle managers, who could be interested in occupying Head, or Deputy Head, of Delegations' functions through a secondment to the EEAS.
7	Legal basis and lawfulness	<p>Lawfulness: The processing of personal data is necessary for the performance of a task carried out by the European External Action Service in the public interest, in particular for the management and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 2018/1725] as referred to in Recital 22 thereof.</p> <p>Article 37 to the Staff Regulations states that established officials can be seconded to other institutions, in the interests of the service, by decision of the appointing authority. It results from Article 2 of Annex X to the Staff Regulations that officials assigned to Delegations are transferred periodically via a specific mobility procedure. The exercise covered by this privacy statement aims at facilitating the implementation of Article 37 of the Staff Regulations for secondments to the EEAS, while taking into account the operational and legal constraints of the specific mobility procedure, the so-called rotation exercise.</p> <p>The exercise is also part of talent management initiatives agreed by the European Commission and the EEAS in 2017 and aimed at developing a dedicated career path for staff in the external relations field and at facilitating mobility between both institutions, notably through the broadening of career options.</p> <p>Further legal reference: Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU) – OJ L 201, 3/8/2010, p. 30.</p>
8	Categories of individuals whose data is processed - Data subjects	Officials of the European Commission

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9	Categories of data - Data processed	<p>The data, including personal data, which may be processed for that purpose are the following:</p> <ul style="list-style-type: none"> full name; gender; nationality; date of birth; staff number; function; contact details (e-mail addresses, telephone numbers); <p>CV and motivation letter providing information on expertise, technical skills and languages, educational background, professional experience, including details on current and past employment. Any complementary information provided by the candidate in this context.</p> <p>The application, CV, motivation letter and any other data submitted by applicants will be further processed for the purpose of assessing the adequacy of their profiles with Head of Delegation/ Deputy Head of Delegation functions.</p> <p>The personal data is provided as a reply to the call for expressions of interest. If the required personal data is not provided, the application will not be taken into consideration because of lack of required information.</p>
10	Recipients of data – Access to data	<p>Access to personal data is provided to the Commission and EEAS 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.</p> <p>The data and documents submitted for the purpose of the calls for expression of interest are accessible to:</p> <ul style="list-style-type: none"> Senior Management, Head of Unit, Deputy Head of Unit and team in charge of supervising, organizing and implementing the exercise in HR.E.2, acting in support of the selection panel; the team organizing the contribution of the EEAS to the preselection procedure (ad personam nomination by the EEAS member of the preselection panel); the members of the preselection panel (all representatives at senior or middle management level) <ul style="list-style-type: none"> a representative of DG HR (chair of the panel), a representative of the SG, at least two representatives of the external relations DGs (TRADE, INTPA, NEAR, ECHO, FPI), a representative of the EEAS; <p>EEAS team in charge of the management of the EEAS rotation exercise (for colleagues included in the reserve pool only). Designated European Commission and EEAS senior managers of the aforementioned teams;</p> <p>European Commission and EEAS senior managers involved in the corresponding secondment procedures.</p>
11	Transfer to Third Countries or International Organizations (IOs) and suitable safeguards (if applicable)	N/A

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12	Time limit for keeping the data - Retention period	<p>Personal data are kept by the Commission and the EEAS only for the time necessary to fulfil the purpose of collection or further processing and reporting, namely:</p> <ul style="list-style-type: none"> candidates considered non-eligible: six months after the deadline for the expression of interest; candidates considered eligible but not selected for the reserve pool: one year after the deadline for the expression of interest; candidates considered eligible and selected for the reserve pool: one year after the end of validity of the reserve pool (the first reserve pool is valid until 31.12.2024). <p>In case of legal action against a decision, the retention period is extended until five years after the final decision was rendered.</p>
13	Data Storage	<p>The data is stored on network drives and paper archives.</p> <p>The documents and data submitted for the purpose of the assessment of the expression of interest will be stored electronically (on network drives) and, if considered necessary by the processing entity, may also be printed (for example, for the selection panel members) and stored physically (on paper).</p> <p>Storage on electronic drives: the submitted data will be accessible to the colleagues in charge of the exercise within HR.E.2, the members of the selection panel and, as regards colleagues selected for the pool, the EEAS department in charge of the rotation exercise.</p> <p>Tables in Excel format or equivalent: HR.E.2 will consolidate the results of the exercise in excel sheets.</p> <p>Physical storage (paper archives): if printed, the submitted data will afterwards be stored by the processing entity in locked cupboards or in a cupboard in a locked room. The paper files will be destroyed in accordance with the set retention period (for the first reserve pool at the latest on 31.12.2024.)</p>
14	General description of security measures	<p>The collected personal data by the EEAS are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Access to specific files requires authorisation. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/ Password. Physical copies of personal data are stored in a properly secured manner.</p>
15	Rights of individuals	<p>Data subjects have the right of access to their personal data and the right to correct any inaccurate or incomplete personal data. The right of rectification can only apply to factual data processed. Under certain conditions, data subjects have the right to ask the deletion of their personal data or restrict their use as well as to object at any time to the processing of their personal data on grounds relating to their particular situation.</p> <p>The EEAS will consider the request, take a decision and communicate it to the data subject without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. Data subjects are informed in the Privacy Statement that they can find more information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725.</p> <p>In specific cases, restrictions under Article 25 of the Regulation may apply. If data subjects have questions concerning the processing of their personal data, they may address them to the Data Controller via the functional mailbox provided on the Privacy Statement.</p>
16	Information to data subjects	<p>The data subjects are informed about their rights and how to exercise them in the form of a privacy statement attached to this record.</p> <p>The privacy statement is published on the EEAS website and attached to related communication, if applicable.</p>