<table>
<thead>
<tr>
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<th>Title of the processing activity</th>
<th>Selection, Recruitment and Administrative Management of Contract Agents (CAs) in EU Delegations</th>
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<td>2</td>
<td>Update of the record (last modification date)</td>
<td>04/12/2020</td>
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<td>3</td>
<td>Register reference number</td>
<td>1161</td>
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</tbody>
</table>
| 4 | Identity and contact details of the Data Controller | Data Controller: European External Action Service  
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Purpose of the processing activity

Purpose: The purpose of the data processing activity is to manage selection procedures, recruitment and administrative procedures for contract agents in EU Delegations.

Description

The administrative management of contract agents in EU Delegations includes:

1. Selection: short-listing of pre-selected candidates at HQ and Delegations, follow-up to selection panels by the Selection and Recruitment Division (HR.2) in collaboration with DG HR.
2. Recruitment: recruitment requests are sent by Delegations and followed-up by HR.2 in collaboration with DG HR.
3. Probationary period: reports are drafted by relevant actors in Delegations or HQ (in the case of RITOS and RSOs/RSAs) and are followed up by HR.2.
4. Extension of contracts: extension requests are sent by the Delegations and followed-up by HR.2 in collaboration with DG HR.
5. Mobility/transfers are managed by HR.2 in collaboration with Delegations.
6. End of Contract (due to non-extension of contract, resignation, dismissal or retirement): HR.2 follows up the administrative procedure in collaboration with DG HR, the Rights and Obligations Division and PMO (Paymaster Officer) of the European Commission.
7. Invalidity: The Division ‘Rights and Obligations’ coordinates with the Medical Service and the EC competent services to launch, implement and finalise the invalidity procedure.
8. Unpaid leave: The Rights and Obligation Division receives the requests, gives visas and forwards the requests to the HR Director for decision.

For posts in Delegations, the selection procedure is organised by the Delegation concerned, except for Regional Security Advisers (RSA) and Regional Security Officers (RSO), as well as administrative assistants and Heads of Administration posts, for which the selection process is organised at HQ.

The selection panel makes a pre-selection on the basis of the qualifications and professional experience described in the CV and motivational letter, and produces a shortlist of eligible candidates who best meet the selection criteria. The candidates who have been pre-selected are invited for an interview. The panel recommends a shortlist of candidates for a final decision by the Authority Empowered to Conclude Contracts of Employment (AECC).

The Selection and Recruitment Division is not involved in the management of the CAs of the European Commission (except of RITOs on EC posts). This is due to the fact that the EEAS and the EC are two different employers and Authorities Empowered to Conclude Contracts of Employment (AECC). This situation results in two distinct workflows.
### Legal basis and lawfulness

The processing of personal data related to the selection, recruitment and administrative management of Contract Agents is necessary for the performance of a task carried out in the public interest [Article 5(1)(a) of Regulation (EU) 2018/1725], as mandated by the Treaties, in particular by articles 5, 11, 20, 21-40, 42, 43 of the of the Treaty on European Union (TEU) and 2 (4) and (5), 205, 220-221, 326 – 334 of the Treaty on the Functioning of the European Union (TFEU).

Specific legal references:
- Conditions of Employment of Other Servants (CEOS/RAA): articles 79 and 80, 82 to 87 and 119.
- Decision of the High Representative of the European Union for Foreign Affairs and Security Policy of 22 November 2011 on general implementing provisions (GIPs) for giving effect to the Staff Regulations and to the CEOS.PROC HR(2011)013.
- Commission Decision of 16.10.2017 on the general provisions for implementing Article79(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 the terms of Articles 3a and 3b thereof.
- Decisions concerning the Mobility for EEAS Contract Agents in the Delegations of the European Union and the Implementing Guidelines.

### Categories of individuals whose data is processed

Data are processed from the following individuals or group of people:

I. EEAS contract agents in EU Delegations and candidates for contract agents’ posts in EU Delegations.

II. Members of the selection panels.

### Categories of data - Data processed

I. Data, including personal data, processed from the contract agent:
- Full Name
- Address
- Gender
- Date and place of Birth
- Nationality
- ID
- Personal Number
- Status
- Current place of assignment (if applicable)
- Duration of contract
- Future place of assignment
- Data regarding professional experience, qualifications and skills, including CVs and motivational statements
- Results of the Interview/selection panel reports

II. Data processed from the Head of Delegation, Head of Section, Head of Administration, Panel Secretary and the Staff Representative included in the report from the selection panel:
- Name
- Last Name
- Service/Function
### Recipients of data – Access to data

The recipients of the data may be the following, on a strict need-to-know policy basis:
- EEAS BA.HR.2 Division Selection and recruitment designated staff
- Assigned staff of the Directorate for Human Resources or of other directorate involved in the recruitment (e.g. RSA, RSO, RITO)
- Heads of Delegation and Heads of Administration in EU Delegations
- Members of selection panels including representatives of Council, Commission and EEAS,
- Appointing Authority

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

### Transfer to Third Countries or International Organizations (IOs) and suitable safeguards (if applicable)

Personal data not intended to be transferred to a third country nor to an international organisation.

### Time limit for keeping the data - Retention period

For recruited applicants:
Data will be kept for a maximum of 10 years as of the termination of employment.

For non-recruited applicants:
Data will be retained for a maximum of 2 years.

When appropriate, personal data contained in supporting documents should be deleted where possible when these data are not necessary for legitimate purposes, such as audit or other type of control.

### Data Storage

**Electronic archives:**
- Outlook: folders only accessible to staff members of the Selection and Recruitment Division
- Drive Y Groupe Share only accessible to staff members of Selection and Recruitment Division
- SYSPER: personal data stored and accessible to staff members involved in the management of contract agents files
- ARES: only accessible to staff members involved in the management of contract agents files

**Paper archives:**
The information is kept both at HQ (Selection and Recruitment Division) and in EU Delegations, in locked cupboards or in locked Archives room.

- Minutes of the interview and the results are kept in the file.
- The originals of the minutes and of the documentation is kept by the Delegation.
### General description of security measures

Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Security is also ensured by the safety measures built in the various IT applications. 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-protected and EU-Login authenticated process).

- Data is processed by assigned staff members. Files have authorised access.
- For restricted access to files:
  - Electronic archives
    - Outlook: folders only accessible to staff members of the Selection and Recruitment Division (HR.2)
    - Drive Y Groupe Share only accessible to staff members of the Selection and Recruitment Division
    - SYSPER: personal data stored and accessible to staff members involved in the management of contract agents files
    - ARES: only accessible to staff members involved in the management of contract agents files
  - Paper archives

The information is kept both at EEAS HQ (the Selection and Recruitment Division), in locked cupboards or in locked Archives room.

### Rights of individuals

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.

Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact the data subject will be lost.

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. 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:

selection-and-recruitment@eeas.europa.eu

### Information to data subjects

A specific Privacy Statement is available for data subjects on the intranet/internet. The Privacy Statement is also attached to related communication. A specific Privacy Statement – Data Protection Notice contains information provided to the Data Subjects. The Privacy Statement is available on the internet/intranet.

Intranet access:
- Administration
- Human Resources
- Contract Agents Selection and Recruitment / Posts in Delegations