



EEAS PRIVACY STATEMENT



for the purpose of the processing operation

'Recruitment and Mobility Procedures for Officials and Temporary Agents within the EEAS'

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 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

I. Selection and Recruitment

The purpose of the manual process supported by the IT application ("e-application") is to manage selection and recruitment of officials and temporary agents within the EEAS.

II. Annual Mobility exercise

The purpose of the processing operation for the mobility exercise at Headquarters is to manage this by matching offers and requests for mobility, thereby contributing to the overall mobility policy in the EEAS.

3. DATA PROCESSED

Data, including personal data, collected for the processing operation may include the following:

Personal data submitted for Selection, Recruitment and Mobility:

- Name(s) , surname(s)
- Contact details (professional or private)
- Copy of ID document or passport (for external candidates)
- Person ID, statutory link, category and grade
- Job ID and job title
- Current staff appraisal
- CV
- Other material*

*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 their membership of their diplomatic service

Further personal data handled for reimbursement purposes:

- Bank details (Bank account number, address, including copy of bank account sheet)
- Data on LEF (Legal Entity), BAF (Bank Account) forms of the EC DG Budget
- Breakdown of costs provided by EC PMO (European Commission Payment Master Office)

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 Division responsible for managing the personal data processing operation is EEAS Division BA.HR.2, Selection and Recruitment, under the supervision of the Head of Division or the Deputy acting on his/her behalf.

5. RECIPIENTS OF THE DATA

- Designated staff of BA.HR, in particular HR.2, case handlers of the data
- Senior management and designated support staff
- Head of Delegation or designated staff in EU Delegations
- Designated staff of Division Rights and Obligations (BA.HR.3), with purpose limitation
- Designated staff of Accreditation sector of Division HQ Security and Security Policy (BA.IBS.3), with purpose limitation
- Designated staff of IT Division (BA.IBS.6), with purpose limitation
- Members of selection panels including representatives of Member States, Council, Commission and EEAS*
- Appointing Authority
- Line managers and hierarchy at EEAS HQ involved in open vacancy selection procedures, if and when appropriate; also those involved in the mobility exercise at EEAS HQ, for the staff members who have expressed an interest in a job under their responsibility as well as other line managers and hierarchy involved in the mobility exercise if and when no match has been found in the first round

- Member State diplomatic services (The list of posts published for selection and recruitment and those in mobility may be provided to Member States diplomatic services in case temporary agents of the national diplomatic services are invited to participate in the mobility exercise.**)
- European Commission PMO (Payment Master Office) for reimbursement purposes linked to travel expenses
- European Commission DG Budget for reimbursement purposes linked to travel expenses
- In case an assessment centre would be part of the procedure for management selection: entity or service provider in charge of the assessment centre ***

* 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.

** Committee members, including Member States representatives are requested to sign a specific confidentiality obligation in order to ensure equivalent confidentiality obligations under Staff Regulations (Ref. "Declaration of Impartiality and Confidentiality")

***In case an external company from Member States would be in charge of carrying out tasks for the EEAS it will be considered as Transfer to recipients subject to Directive 95/46/EC and Article 8 would apply. The necessity of the transfer of data to the company will be examined under the conditions provided in Article 8(a), as it is performing an official task on behalf of the Selection Committee. If the necessity of the transfer is established, the mandate of the recipient will be determined in a contract or a legal act. Their respective obligations shall be ensured in the light of the confidentiality and security requirements pursuant to Article 23.

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

6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA

For selection and recruitment, you have the right to access his/her application and the right to correct any inaccurate or incomplete personal data if unlawfully collected, as well as to request the removal of your personal data from the e-application via the functional mailbox: selection-and-recruitment@eeas.europa.eu.

For the annual mobility exercise at EEAS Headquarters, factual data are taken from Sysper and updated by senior management. Staff members identified for mobility are contacted individually by e-mail and have 5 working days to react. All staff members, including those not identified for mobility, are informed and have the same period of time to react.

The CV and motivational statements are filled in by the staff member concerned him/herself in the IT application.

7. LEGAL BASIS FOR THE PROCESSING OPERATION

I. Selection and recruitment

- Staff Regulations of Officials, in particular Article 7, Article 29 and Article 98 thereof and its 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
- 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 http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf, in particular Article 6 thereof
- Service Level Agreement between the EEAS and the PMO (Pay Master Office) 22 December 2010
- Provisions on a financial contribution towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview or to a medical examination - Annex to Conclusion 252/08 applicable from 1 March 2008

II. Annual mobility exercise

- ADMIN (2015)14 Decision of the Chief Operating Officer ad interim of the European External Action Service of 01/04/2015 on the organisation of an annual internal mobility exercise of staff in the AD and AST function groups at the EEAS Headquarters (subsequent to Decision of the Chief Operating Officer of 14/3/2013)
- 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 http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf

8. TIME LIMIT FOR STORING DATA

I. Selection and recruitment

- In case of *recruited applicants* the data retention period is set for 10 years as of the termination of employment.
- Personal data of recruited candidates in Sysper are stored according to the retention policy of Sysper.
- Retention of the recruitment case-handling file is set for 2 years after the end of the selection procedure.
- In case of *non-recruited applicants*, the time-limit for storage of the data is set in relation to the time-limits established for the possible review of the decision taken in the selection procedure (complaint to the European Ombudsman, appeal with the Civil Service Tribunal), as well as in accordance with Article 49 of the Implementing Rules to the Financial Regulation.

Furthermore, where necessary, to allow for the finalisation of the exhaustion of all appeal channels, including appeals before the Civil Service Tribunal and the required follow-up to judgements, the personal data shall be kept until not more than 5 years after the judgment on the pending case is final, 2 years in case of complaint before the Ombudsman.

- In case of *non-recruited applicants on the "reserve lists for appointment"* the conservation of the data is to be determined in terms of the validity and the actual extension of the respective reserve lists.
- Payment related financial documents linked to reimbursement of travel expenses are kept for up to 5 years from the date on which the European Parliament grants discharge for the budgetary year to which the data relates, i.e. standard retention is 5+2 years.
- When appropriate, personal data contained in *supporting documents* should be deleted where possible where these data are not necessary for *further purposes*, e.g. control, inspection and audit.

II. Annual Mobility exercise

- Data to be stored until all legal rights and obligations referring to a mobility decision concerning an official or temporary agent have elapsed, i.e. for a maximum of 5 years after the mobility exercise concerned.

9. DPO CONTACT

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 <data-protection@eeas.europa.eu>.

10. RECOURSE

You have at any time the right of recourse to the European Data Protection Supervisor: edps@edps.europa.eu.