

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO RECRUITMENT OF LOCAL AGENTS IN EU DELEGATIONS

### 1. INTRODUCTION

THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS). 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 THE EEAS PROCESSES YOUR PERSONAL DATA FOR THE PURPOSE IT IS COLLECTED AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA IS PROCESSED IN ACCORDANCE WITH REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE 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, AND REPEALING REGULATION (EC) NO 45/2001 AND DECISION NO 1247/2002/EC AS OF 11 DECEMBER 2018, ALIGNED WITH PROVISIONS OF THE GENERAL DATA PROTECTION REGULATION /REG. (EU) 2016/679/.

ALL DATA OF PERSONAL NATURE - DATA THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - IS HANDLED WITH THE NECESSARY CARE.

### 2. PURPOSE OF DATA PROCESSING: Why do we process your data?

**The purpose of the personal data processing is to manage the recruitment process of local agents in EU Delegations.**

Additional information: The vacancy is advertised as widely as possible, given local labour market conditions. There are no nationality requirements and therefore the Head of Delegation may also recruit from the local expatriate community on the condition that candidates have valid work and residence permits. In case an appropriate candidate could not be recruited via a vacancy notice in the press, a specialised agency may be contracted as service provider. The head-hunter agency becomes a data processor for that particular service contract.

The selection procedure is regulated and consists of subsequent steps. Following the selection procedure, the Head of Delegation is requested to sign the employment contract. Before signing the contract, the Head of Administration need to receive all supporting documents (diplomas, certificates, testimonials, etc.) relating to the candidate's experience, education and training. The contract is signed by the Head of Delegation or in his/her absence by the Acting Head of Delegation.

After the recruitment, the administrative management of Local Agents, including a range of processes, is managed within the respective EU Delegations. The data controller and responsible organisational entity is the Administrative section of the Delegation under the supervision of the Head of Administration and ultimately the Head of Delegation.

### 3. DATA PROCESSED: What data do we process?

The data, including personal data, which may be processed for that purpose are the following:

#### I. Personal data processed from applicants:

- Name and forename
- Date and place of birth
- Social security number
- Duration of the contract
- Data regarding professional experience, qualifications and skills, including CVs and motivational statements
- Contact details
- Marital status
- Information on dependents
- Future place of assignment
- Gender
- Employment authorisation
- Current place of assignment (if applicable)
- Results of the interview/selection panel reports

#### II. Personal data processed from the members of the selection panels:

- Name and forename
- Service/function

### 4. DATA CONTROLLER: Who is entrusted with processing your data?

The Controller determining the purpose and the means of the processing activity is the European External Action Service. The representative of the controller, the service – EEAS Directorate / Division / EU Delegation – responsible for managing the personal data processing under the supervision of the Director / Head of Division / Head of Delegation is the following entity:

EU Delegations and EEAS Division Local Agents BA.HR.5

### 5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

The recipients of your data may be:

#### In EU Delegations:

- Head of Delegation
- Deputy Head of Delegation
- Head of Administration
- Head of Section
- EU Delegation staff members involved in the management of local agents' files
- Specialised agencies/head-hunters

#### In HQ:

- Staff processors of the data and other relevant EEAS and EC services dealing with local agents
- Authority authorised for Concluding Contracts of Employment
- Directorate General of the European Commission (EC) owning the post
- EEAS Inspection team
- EC Security Directorate

Transfer to third countries and/or international organisations: In case of contracting a headhunting agency, data for candidates applying through the agency will be collected and processed by the service provider. The contracted service provider may be a branch office of an international agency or a local enterprise.

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

#### **6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?**

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, if collected unlawfully, which will be implemented within 10 working days after your request has been deemed legitimate.

If you have any queries concerning the processing of your personal data, you may address them to the Delegation at the functional mailbox of the respective EU Delegations. Functional mailboxes for EU Delegations can be found on the EEAS website under "EU around the world" > Delegations.

Link to be followed: [https://eeas.europa.eu/headquarters/headquarters-homepage/area/geo\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/area/geo_en)

#### **7. LEGAL BASIS: On what grounds we collect your data?**

The legal basis of the processing operation at stake is:

Primary legal base:

- Conditions of Employment of Other Servants of the European Union (Title I, V)

Secondary legal bases:

- The Decisions laying down the conditions of employment of local staff of the Commission of the European Communities and of the EEAS serving in non-member countries (Framework Rules). The Framework rules will be modified as EEAS and EC services are working to modernise the rules.
- Specific Conditions of Employment (SCE) of local staff (adopted for individual Delegations)  
The SCE is in a modification process to be replaced by a National Law Reference (NLR) register.
- Local legislation
- Individual employment contract

This information is available in the EU Delegations' Guide.

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 [http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

#### **8. TIME LIMIT - DATA STORING: For what period and how we process your data?**

- In case of *recruited applicants* the data retention period is set for 10 years as of the termination of employment.
- 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.
- 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.

Security measures related to the data processed

Based on assessing risks with regard to the recruitment of Local Agents, the EEAS and the Delegations ensure that adequate organisational and technical measures are in place in order to safeguard your personal data according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. 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.

The headhunting agency, as contractor will be bound by a service provider contract signed between the EU Delegation and the agency. The service contract shall include a contractual clause on data protection defining that the processor acts only on behalf of the data controller and that appropriate security safeguards are to be implemented by the contractor in line with Article 29 of Reg. (EU) 2018/1725.

#### **9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?**

In case you have queries you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

#### **10. RECOURSE**

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