

EEAS PRIVACY STATEMENT

for the purpose of the processing operation

Selection, recruitment and administrative management of contract agents (CAs) in EU Delegations

1. INTRODUCTION
<p>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 PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH <u>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</u>, AS IMPLEMENTED IN THE EEAS BY THE <u>DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011</u>. 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.</p>
2. PURPOSE OF THE PROCESSING OPERATION
<p>The purpose of the data processing operation is to manage selection procedures, recruitment and administrative procedures for contract agents in EU Delegations.</p>
3. DATA PROCESSED
<p>I. Data, including personal data, processed from the contract agent:</p> <ul style="list-style-type: none">▪ 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 <p>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:</p> <ul style="list-style-type: none">▪ Name▪ Last Name▪ Service/Function
4. CONTROLLER OF THE PROCESSING OPERATION
<p>The controller responsible for the processing operation is the European External Action Service. The Directorate/Division in charge of the management of the personal data processing is the Division 'Selection and Recruitment' (BA.HR.2) supervised by the Head of Division or his/her Deputy acting on his/her behalf.</p> <p>Furthermore, each Delegation under the supervision of the Head of Delegation will be the co-controller responsible for processing personal data in compliance with the provisions of Regulation (EC) 45/2001.</p>
5. RECIPIENTS OF THE DATA
<p><u>Recipients of the data, including personal data, in EU Delegations:</u></p> <ul style="list-style-type: none">▪ Head of Delegation, Head of Administration <p><u>Recipients of the data, including personal data, in Headquarters:</u></p> <ul style="list-style-type: none">▪ Division 'Selection and Recruitment' BA.HR.2 staff-processors of the data and other relevant BA.HR services dealing with contract agents (notably Division 'Field Security' /BA.IBS.2/ – for RSOs/RSAs and Division 'IT' /BA.IBS.6/ for RITOs)▪ Appointing Authority▪ Members of selection panels▪ EC DG HR B2 - Unit dealing with recruitment of contract agents

6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA

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, which will be implemented within 5 working days after your specific request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the following functional mailbox: selection-and-recruitment@eeas.europa.eu

7. LEGAL BASIS FOR THE PROCESSING OPERATION

- Good administration practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU).
- 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.
- General Implementing Provisions on the procedures governing the engagement and the use of contract staff at the Commission C(2011)1264 final, 2 March 2011
- Commission Decision of 16 December 2013 C (2013)8967 final amending the GIPS.
- Commission Decision of 16 December 2013 (2013)9054 final on measures concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Union.
- Decisions concerning the Mobility for EEAS Contract Agents in the Delegations of the European Union and the Implementing Guidelines.

8. TIME LIMIT FOR STORING DATA

The data will be kept for a maximum of 10 years as of the termination of employment.
As for non-recruited applicants, data will be retained for a maximum of 2 years.

9. CONTACT

In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office at 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.