

## EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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 ('the Regulation').

Nr	Item	Description
<b>Selection of staff for the EDPS Secretariat and the EDPB Secretariat</b>		
1.	Last update of this record	<b>03/11/2021</b>
2.	Reference number	<b>01a</b>
<i>Part 1 - Article 31 Record (specific legal obligation to publish – see Article 31(5)) &lt; row to be deleted when filled in &gt;</i>		
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a>  <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels  <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels  <b>Telephone:</b> +32 2 283 19 00  <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a>  <b>Website:</b> <a href="https://edps.europa.eu">https://edps.europa.eu</a>.</p> <p>Responsible service/unit:            Human Resources, Budget, Administration (HRBA) Unit,            Contacts: <a href="mailto:edps-selections@edps.europa.eu">edps-selections@edps.europa.eu</a></p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://edps.europa.eu/form/edpsweb-contact-form_en">https://edps.europa.eu/form/edpsweb-contact-form_en</a></p>
4.	Name and contact details of DPO	<a href="mailto:edps-dpo@edps.europa.eu">edps-dpo@edps.europa.eu</a>
5.	Name and contact details of joint	n/a

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.	controller (where applicable)	
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>Select staff for the EDPS Secretariat and the EDPB Secretariat.  For general info on selection and recruitment at the EDPS: <a href="https://edps.europa.eu/careers_en">https://edps.europa.eu/careers_en</a></p> <p>The legal basis of the procedure is:</p> <ul style="list-style-type: none"> <li>-the <a href="#">Staff Regulations</a> (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU</li> <li>-the Decision of the EDPS of 4 November 2020 adopting general implementing provisions relating to the engagement and the use of contract staff.</li> </ul>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the following categories of personal data contained in the application of every person - candidate who sent his/her application to the functional mailbox (<a href="mailto:edps-selections@edps.europa.eu">edps-selections@edps.europa.eu</a>) (staff selection):</p> <ul style="list-style-type: none"> <li>- Data identifying the applicant and contact details (name, first name, gender, nationality, date and place of birth, postal and e-mail address, telephone number, mobile telephone number, fax number).</li> <li>- Data derived from the candidate's application and CV, his/her motivation letter and other supporting documents submitted, namely current entity of assignment or current employer EUI in case of inter-institutional and for external applicants: institution/company and department, country of residence, as well as function group, grade, step, seniority in the current job, type of post of the person, type of post of the current job, in case of AST officials applying for AD vacancies: information related to certification procedure</li> <li>- Documents requested in the vacancy notice to verify whether the application is admissible or not: a curriculum vitae, a covering letter or motivation letters and other supporting documents submitted by the applicants including information on education, competencies and language skills, diplomas and certificates,</li> </ul>



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.		<p>professional experience (including names of previous and current employers, duration of employment, level of responsibility), the last two staff evaluation reports and a certificate proving the applicant's status and grade in case of interinstitutional transfers On their own initiative, applicants may send documents such as letters of recommendation, certificates showing language competences, etc.</p> <ul style="list-style-type: none"> <li>- Information related to potential conflict of interest is also processed (the Conflict of Interests Form).</li> <li>-</li> </ul> <p>In general, no data falling under Article 10 of the Regulation is processed (<i>special categories of personal data</i>). However, if candidates for vacancies communicate health data relating to special needs and, if necessary, a statement declaring any disability (e.g.: regarding physical access to buildings and physical mobility), then such information would also be processed for the purposes of organising the logistics for the selection panel interviews.</p>
9.	Time limit for keeping the data	<p>The time-limits for storing the data of <b>staff candidates</b> are as follows:</p> <ul style="list-style-type: none"> <li>- 2 years after the closure of the selection process for applicants not recruited, or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered,</li> <li>- 10 years from the end of the period worked by a recruited applicant.</li> <li>- 6 months after submission for spontaneous applications</li> </ul> <p>health data, if communicated by the candidate (as mentioned above) are stored until the end of the selection process, then they are deleted.</p>
10.	Recipients of the data	<ul style="list-style-type: none"> <li>- The HR members in charge of the selection procedure and the members of the selection panel.</li> <li>-The members of the selection panel for selection of staff up to <b>Head of Unit</b> are: the relevant Head of Unit or Head of Sector, the EDPS' staff members appointed as members of the panel or appointed as an observer.</li> <li>-For the selection of a <b>Head of Unit and a Head of Sector</b>, the Director is a member of the panel. For the selection of a Director, the Supervisor can be consulted.</li> </ul>
11.	Are there any transfers of personal data	No



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.	to third countries or international organisations? If so, to which ones and with which safeguards?	
12.	General description of security measures, where possible.	<p>For selection of staff</p> <ul style="list-style-type: none"> <li>- Electronic file: applications from candidate are kept in the functional mailbox, which has restricted access to the HR colleagues in charge of selection and the Head of the HRBA unit.</li> <li>- Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.</li> </ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<a href="https://edps.europa.eu/data-protection/our-work/publications/data-protection-notices/01-edps-data-protection-notice-staff_en">https://edps.europa.eu/data-protection/our-work/publications/data-protection-notices/01-edps-data-protection-notice-staff_en</a>

