

REGISTER NUMBER: 1389

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 03/05/2016
Case number: 2016-0769
Institution: EEAS
Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and address of the controller

Controller

European External Action Service (EEAS)

Directorate/Division responsible for managing the personal data processing operation:

EEAS.BA.HR.2, Recruitment and Selection Division

Former MDR.C3

At the time of the notification in charge of the management of the processing operation:

Diego Pasqua Mellado

Head of Division, EEAS.BA.HR.2, Selection and Recruitment

9A R.P. Schuman, Brussels 1046, Belgium

Delegated Contact team/person: Christophe Berghmans, EEAS.BA. HR.2

Co-controller

EU Delegation to each specific third country and international organisation

2/ Organisational parts of the institution or body entrusted with the processing of personal data
EEAS BA.HR.2

3/ Name of the processing

Selection, Recruitment and Administrative Management for Seconded National Experts in EEAS

Headquarters and EU Delegations

4/ Purpose or purposes of the processing

The purpose of the processing operation is to process personal data of SNEs in relation to personnel selection procedures, establishment of rights, payment of allowances and other entitlements, and other administrative matters.

5/ Description of the category or categories of data subjects

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

Seconded National Experts at Headquarters and in EU Delegations

6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)

Data, including personal data, processed are communicated in the following documents:

Personal data submitted for the purposes of selection, establishment of rights, payment of allowances and other entitlements

-CVs

-Selection panel reports

-Secondment agreement includes the Employer and the Expert declarations allowing the EEAS to establish the rights of the Expert and to collect personal data required for the secondment processing operations.

-Bank details

-Other materials related to SNEs secondment (certificates, etc.)

Data collected include:

-name,

-date and place of birth,

-gender,

-nationality,

-marital status,

-family composition,

-personal address, etc.

7/ Information to be given to data subjects

A Privacy Statement linked to this Notification contains all information provided to the Data Subject(s).

The aforementioned distinct Privacy Statement is available on the intranet, EEASzone (<http://intragate.ec.europa.eu/eeas/eeaszone/?q=node/26247>) as well as on the website of the EEAS (http://www.eeas.europa.eu/data_protection/rights/index_en.htm).

On the vacancy notice data subjects will also find the link to the Privacy Statement containing their rights.

8/ Procedures to grant rights of data subjects (rights of access, to rectify, to block, to erase, to object)

Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their personal data, which will be implemented within 5 working days after the request will have been deemed legitimate. If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the **data controller** at the following functional mailbox:

selection-and-recruitment@eeas.europa.eu; sne-delegations@eeas.europa.eu

9/ Automated / Manual processing operation

Both.

10/ Storage media of data

1. Electronic archives

Outlook: folders only accessible to staff members of EEAS Division Selection and Recruitment (EEAS.BA.HR.2)

Drive "Group Share" (drive "Y"): selection related files are only accessible to staff members of EEAS.BA.HR.2

SYSER2: personal data stored and only accessible to staff members of EEAS.BA.HR.2 in charge of SNEs (ECAS

Pay4SNE: personal data stored and only accessible to staff members of EEAS.BA.HR.2 in charge of SNEs (ECAS

ARES: only accessible to staff members involved with selection

2. Paper archives: EEAS.BA.HR.2 paper archives are in locked cupboards on EEAS.BA.HR.2 premises or in Archives rooms.

11/ Legal basis and lawfulness of the processing operation

Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service (HR DEC(2014) 01)

Further legal reference:

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

12/ The recipients or categories of recipient to whom the data might be disclosed

The recipients of the data are the following, on a strict "need-to-know policy" basis:

Designated staff of EEAS Division Selection and Recruitment

Head of Division and possibly other dedicated staff in the division relevant for the particular recruitment

Head of Delegation and Head of Administration in EU Delegations ? processors of the data (CVs and other material)

Members of selection panels including representatives of Council, Commission and EEAS, Appointing Authority

13/ retention policy of (categories of) personal data

As per the European Data Protection Supervisor's Guidelines concerning the processing operations in the field of staff recruitment_ https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/Supervision/Guidelines/08-10-10_Guidelines_staff_recruitment_EN.pdf, the recruited applicants' data will be retained for a maximum of 10 years as of the termination of the secondment.

As for the non-recruited applicants, data will be retained for a maximum of 2 years.

The data will be destroyed after the aforementioned period.

13 a/ time limits for blocking and erasure of the different categories of data

(on justified legitimate request from the data subject)

(Please, specify the time limits for every category, if applicable)

Justified requests are treated within 5 working days after the request has been deemed legitimate.

14/ Historical, statistical or scientific purposes

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification,

Not applicable.

15/ Proposed transfers of data to third countries or international organisations

Not applicable.

16/ The processing operation presents specific risk which justifies prior checking (*please describe*):
AS FORESEEN IN:

Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

NO

Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

YES. The selection process aims at evaluating the data subject.(Data include CV, motivation letter and selection panel report.)

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

N/A

Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

N/A

Other (general concept in Article 27.1)

N/A

17/ Comments

Brief description of the process:

Coordination of the recruitment process for SNEs in HQ and Delegations

Establishment of the rights of SNEs in HQ and Delegations

Operational and financial initiation and verification

Preparation and processing of the financial documents necessary for monthly payments of allowances (daily and monthly allowances)

Payment of allowances (daily and monthly allowances) via Pay4SNE Payment of removals, start and end of secondment travel as well as annual travel Coordination with relevant services involved in the implementation of the programme (DG HR and DG DEVCO)
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PLACE AND DATE: Brussels, 05.08.2016 DATA PROTECTION OFFICER: SAVOIA-KELETI Emese INSTITUTION OR BODY: European External Action Service
