



### EDPS Record of Processing Activity

Nr.	Item	Description
<b>Selection of staff for the EDPS Secretariat and the EDPB Secretariat</b>		
1.	Last update of this record	27/03/2024
2.	Reference number	01
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>Delegated controller:  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>

Document info

Roles & Contact Details

		<p>In order to collect the job applications, the EDPS uses <a href="#">EUSurvey</a>, which can be accessed via EU-login.</p> <p>The European Commission (EC) - Informatics (DIGIT.DDG.D.3) is <b>controller</b> for processing of personal data via EU-login. For more information, please consult the applicable EC <a href="#">record</a> (DPR-EC-03187.1).</p> <p>Contact: <a href="mailto:DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu">DIGIT-DATA-PROTECTION-COORDINATOR@ec.europa.eu</a></p>
4.	Name and contact details of DPO	<a href="mailto:dpo@edps.europa.eu">dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	<p>When using EUSurvey, the EDPS is responsible for the parametrisation of the EUSurvey form and the processing of personal data collected via the form, including documents.</p> <p>The European Commission (EC) - Informatics (DIGIT.DDG.D.1) is the processor for the EUSurvey web-based interface and the hosting of the data collected. For more information, please consult the <a href="#">record on EUSurvey</a> (DPR-EC-01488.1) and the related <a href="#">privacy statement</a>.</p>
7.	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 (particularly Art. 12-15);</li> <li>- the <a href="#">EDPS Decision on Contract Agents</a> (4 November 2020) adopting general implementing provisions relating to the engagement and the use of contract staff.</li> </ul>

Roles & Contact Details

Description of processing

8.	Description of categories of persons whose personal data is processed and list of data categories	<p>Personal data of persons who apply for EDPS job vacancies is processed.</p> <p>The following <b>categories of personal data</b> are processed in the context of the above-mentioned selection procedures:</p> <ul style="list-style-type: none"> <li>– <b><u>Data identifying the applicant:</u></b> full name; gender; nationality; date and place of birth; and applicant’s contact details, such as, e-mail address; telephone number; mobile telephone number; fax number; postal address.</li> <li>– <b><u>Data derived from the candidate’s application:</u></b> CV and motivation letter. Other supporting documents submitted, namely, the current entity where the candidate is in assignment, or the candidate’s current employer, such as an EU institution, body and agency (EUI) in the case of an inter-institutional applicant, or the candidate’s current institution/company and department in case of external applicants. Other information processed includes, the candidate’s country of residence; as well as function group; grade; step; seniority in their current job; type of post of the person, type of post of the current job. In the case of AST officials applying for AD vacancies, information related to certification procedure, if applicable.</li> <li>– <b><u>Documents requested in the vacancy notice to verify whether the application is admissible or not:</u></b> a curriculum vitae; a cover letter or motivation letter. Other supporting documents submitted by candidates, including information on their education; competencies and language skills; diplomas and certificates; professional experience (including names of previous and current employers, duration of employment, level of responsibility); their last two staff evaluation reports, and a certificate proving the applicant’s status and grade in case of inter-institutional transfers. Applicants may, on their own initiative, send documents such as, letters of recommendation, certificates showing language competences, etc..</li> </ul>
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Description of processing

		<ul style="list-style-type: none"> <li>– <b><u>Personal data contained in the selection report and in the evaluation results:</u></b> name, surname of the interviewed candidates, date of the interview, assessment of each selection criteria (marks and general comments on each interviewed candidate’s performance), final outcome.</li> </ul> <p>This personal data comes from the candidate’s application (the application form submitted via the EUSurvey; their CV; their motivation letter); the evaluation grid filled in after each selection interview and any other supporting documents submitted.</p> <p>In general, no special categories of personal data (Article 10 of the Regulation) are processed. However, if candidates communicate health data relating to special needs (e.g. regarding physical access to buildings and physical mobility, any other disability), then such information is also processed for the purposes of organising the logistics of the interviews conducted by a selection panel.</p>	Description of processing
9.	Time limit for keeping the data	<p>The time limits for storing candidates’ personal data is as follows:</p> <ul style="list-style-type: none"> <li>– the information submitted via EUSurvey will be stored in EUSurvey until the closure of the recruitment process for the vacancy. In addition, the information will be stored in a secured folder on our corporate drive, starting from the end of the application period. After the end of the recruitment process, the information will be deleted from EUSurvey;</li> <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 the submission of spontaneous applications;</li> </ul>	Retention



		special categories of personal data falling under Article 10 of the Regulation (e.g., health data), if communicated by the candidate (as mentioned above), are stored until the end of the selection process, then they are deleted.	
10.	Recipients of the data	<p>The personal data are accessed and processed by the HRBA Unit members in charge of the selection procedure and the members of the selection panel.</p> <p>The members of the selection panel are as follows:</p> <ul style="list-style-type: none"> <li>– For selection procedures of <b>non-managerial positions</b>: the relevant Head of Unit or and/or her/his Deputy, the EDPS' and/or EDPB's staff members appointed as members of the panel or appointed as observers;</li> <li>– For selection procedures of a <b>Head of Unit or equivalent positions</b>: the Secretary-General of the EDPS, the EDPS' and/or EDPB's staff members appointed as members of the panel or appointed as observers;</li> </ul> <p>For selection procedures of <b>Director and Director-General, or equivalent positions</b>: the Supervisor; a Rapporteur as external member of the EDPS; as well as other external members to the EDPS appointed as members of the selection panel or appointed as observers.</p>	Recipients
11.	Are there any transfers of personal data to third countries or to international organisations? If so, to which ones and with which safeguards?	No	Transfers
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> <li>– Electronic files: 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. Application files are stored on the S drive, with restricted access to the HR colleague in charge of the selection and the panel members.</li> </ul>	Security

		<ul style="list-style-type: none"> <li>– Paper files: 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:	<p>Data protection notices are published on the website page for general info on recruitment at the EDPS: <a href="https://edps.europa.eu/careers_en">https://edps.europa.eu/careers_en</a></p> <p>Data protection notices are also published together with the vacancy notices. <a href="https://edps.europa.eu/system/files/2023-08/01 - edps_data_protection_notice - staff_selection_updated_14.08.2023.pdf">https://edps.europa.eu/system/files/2023-08/01 - edps_data_protection_notice - staff_selection_updated_14.08.2023.pdf</a></p>

Data Protection Notice