



EDPS
EUROPEAN DATA PROTECTION SUPERVISOR

RECRUITMENT OF SECONDED NATIONAL EXPERTS (SNE)

DATA PROTECTION NOTICE

Personal data is being processed in the context of recruitment procedures of national experts from public administration (Seconded National Experts - SNEs) for the needs of the EDPS and EDPB Secretariat. Once recruited, SNEs are entitled to specific rights, benefits and allowances under the EU Staff Regulations.

Personal data is processed in accordance with [Regulation \(EU\) 2018/1725](#) (hereinafter 'the Regulation').

This information is provided based on Article 15 of the Regulation.

Who is the controller?

The controller is the **European Data Protection Supervisor (EDPS)**.

Postal address: Rue Wiertz 60, B-1047 Brussels

Office address: Rue Montoyer 30, B-1000 Brussels

Telephone: +32 2 283 19 00

Email: edps@edps.europa.eu

Operational controller: HRBA Unit (sne@edps.europa.eu).

Contact form for enquiries on processing of personal data to be preferably used:
https://www.edps.europa.eu/about-edps/contact_en.

For more information on the EDPS please consult our website: <https://edps.europa.eu>.

In the recruitment process, the **European Commission (EC) PMO office** (PMO-END-AGENCES@ec.europa.eu) is in charge of establishing SNEs' individual rights. PMO is a separate controller when processing personal data of this purpose.

Who is/are the processors?

In accordance with the SLA signed with the EC, the EC is processor for the services offered to the EDPS. The EC carries out tasks and manages information systems supporting the recruitment process. Specifically, the following offices, services and Directorates General are involved:

- DG HR establishes and implements the EC human resources policy, which is supported by the Sysper IT tool used by the EDPS to enter and manage all personal information needed for recruitment.

- DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) is in charge of technical IT matters such as, testing new developments, solving technical issues.

For enquiries, EC DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact

For more information, please refer to the EC specific record ([DPR-EC-01230.4](#)).

What personal data do we process and who has access to this personal data?

During the recruitment phase the following personal data, required for the establishment of individual rights, is processed:

- Personal data concerning the identity of the person concerned, children, spouse/s, and the person's contact details
- Personal data concerning the previous work experience
- Any additional data that is gathered or provided as part of the application process, e.g. specific forms, place of work, entitlements, etc.

A functional mailbox within the EDPS was created; it can only be accessed by the HRBA officer dealing with the file and alternates.

Access to the case file concerning SNE matters is allowed only to the HRBA officer dealing with the file and alternates. The paper file can be consulted, updated and physically kept by the above-mentioned staff member and alternates. It is stored in a locked cupboard in the office.

Certain personal data of successful applicants for SNE positions will be transmitted to:

- EC PMO with a view to establish SNEs' individual rights, and
- the European Parliament's DG ITEC for the creation of IT accounts

Where did we get your personal data?

Personal data is collected directly from SNEs.

Why do we process your personal data and under what legal basis?

Processing of personal data is needed in order to recruit SNEs from national public administrations for the EDPS and EDPB Secretariat.

The lawfulness is based on Article 5(1)(a) of the Regulation (*'processing is necessary for a performance carried out in the public interest in the legitimate exercise of official authority vested in the Community institution or body'*). In particular, the processing is necessary for *'the management and functioning of those institutions and bodies'* (Recital 22).

The legal basis of the procedure is the EDPS Decision of 5 July 2019 laying down the rules of the Secondment of National Experts to the EDPS and adopting general implementing provisions relating to the employment of SNEs.

How long do we keep your personal data?

Personal data will be kept for 10 years after the termination of the secondment for recruited candidate. After this period, certain data may be kept for statistical purposes in an anonymised way.

What are your rights regarding your personal data?

You have the right to request access to your personal data and to relevant information concerning how we use it. You have the right to request rectification of your personal data. You have the right to ask for the erasure of your personal data or to restrict its processing. You have the right to object to the processing of your personal data, on grounds relating to your particular situation, at any time.

Please note that, in certain cases, as provided in Article 25 of the Regulation, restrictions of data subjects' rights may apply.

We will consider your request, take a decision and communicate it to you. The time limit for treating your request is one (1) month. This period may be extended by two (2) further months where necessary, taking into account the complexity and the number of the requests. In those cases, the EDPS will inform you of the extension within one (1) month of receipt of your request and will provide reasons for the delay.

You can send your request to the EDPS electronically or by post (see section on contact details below).

Automated decision-making

Your personal data is not subject to automated decision-making.

You have the right to lodge a complaint

If you have any remarks or complaints regarding the way EDPS processes your personal data, we invite you to contact the operational controller or the EDPS DPO (see section on contact details on the first page and below).

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.

Contact details for enquiries regarding your personal data

We encourage you to contact us using the EDPS contact form, selecting 'My personal data' as the relevant subject: https://www.edps.europa.eu/about-edps/contact_en.

If you wish to contact the EDPS DPO personally, you can send an e-mail to DPO@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO.

EDPS postal address: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

You can also find contact information on the EDPS website: https://edps.europa.eu/about-edps/contact_en.