



PRIVACY STATEMENT / RECORD SELECTION AND RECRUITMENT PROCEDURES

Organisational part of the Agency entrusted with the processing of personal data:
ELA-HR (EMPL-ELA-HR@ext.ec.europa.eu)¹

Purpose:

- To organise selection procedures to recruit different categories of staff;
- To manage applications at the various stages of these selections; to manage and check the use of reserve lists.

Legal basis:

- REGULATION (EU) 2019/1149 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 June 2019 establishing a European Labour Authority, amending Regulations (EC) No 883/2004, (EU) No 492/2011, and (EU) 2016/589 and repealing Decision (EU) 2016/344.
- Staff Regulations of Officials and Conditions of Employment of Other Servants, in particular Art. 27-34 (SR) and Arts. 12-15 and 82-84 (CEOS).
- Decision No 3/2019 of 17 October 2019 of the Management Board laying down rules on the secondment to the European Labour Authority of national experts and national experts in professional training.

Type of data processed:

- Personal data allowing the candidate to be identified, i.e. surname, first name, date of birth, gender.
- Information provided by the candidate to allow the practical organisation of pre-selection and other tests, i.e. address information: street, postcode, town, country, telephone, fax, e-mail.
- Information provided by the candidate to verify whether he/she fulfils the eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, languages, education, employment record, military/civil service record.
- If applicable, results of the pre-selection or written/oral tests.

Lawfulness of processing:

The processing is based on Article 5.1 (a),(d) 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 (hereinafter the Regulation).

Data recipients:

- Human Resources section (staff in charge of recruitment)
- Members of the Selection Board (internal and external members)
- Appointing Authority (Executive Director)
- Should the applicant's name be put on a reserve list and should a similar vacancy arise in another Unit, the Head of Unit to which the vacancy belongs can have access to the CV and results of the evaluation of the applicant.

¹ Given that the European Labour Authority is in its starting up phase and still does not have an operational part responsible for Data Protection, the area of the agency responsible for the data protection of candidates is the ELA HR

The data subject's rights:

- Data subjects have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (Articles 17, 18, 19, 20, 22, 23 and 24 of the Regulation).
- Any requests to exercise one of those rights should be directed per email to the organizational part of the Agency entrusted with the processing operation as indicated in this privacy statement, including in the subject the words "data protection".
- Data subjects' rights can be restricted only in the cases foreseen in Art 25 of the Regulation.
- Applications for positions as a temporary agent and contract agent shall be submitted by email, respectively at EMPL-ELA-HR@ec.europa.eu. Candidates have the right to access, update or correct at any time their identification data. They can exercise their right by submitting a request by email EMPL-ELA-HR@ec.europa.eu. However, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.
- Candidates have a right of access to their evaluation results, with the exception of comparative results of other applicants or of the opinions of individual members of the Selection Board.

Information on the conservation period of data:

Temporary Agents (TAs), Contract Agents (CAs) and Seconded National Experts (SNEs):

In the case of recruited candidates, their data are kept in the agent's personal file, in accordance with Article 26 of the Staff Regulation until 10 years following the termination of employment or the last pension payment. Extracts of criminal records are returned to the selected candidates further to due assessment by a member of the HR section.

In the case of non-recruited applicants, their data are eliminated 2 years after the date of closure of the selection procedure, provided that those are not necessary for budgetary discharge, control and audit purposes.

In the case of not recruited applicants on the reserve list, their data are eliminated after the date of expiry of the reserve list.

Security measures:

Throughout this procedure only authorised people are attributed access rights and only on a "need-to-know" basis. Any possible security measure is taken to prevent any improper use of or unauthorized access to the electronic file. Procedure-related documents are kept in a secure environment, on an encrypted data carrier, or locked in cupboards/drawers.

Request for information:

For any further information regarding the handling of their personal data, data subjects can address their request to EMPL-ELA-HR@ec.europa.eu.

Recourse to the EDPS:

Data subjects are entitled to make recourse to the European Data Protection Supervisor: <http://www.edps.europa.eu>, should they consider that the processing operations do not comply with the Regulation.

Date when processing starts:

Date of application.