

## **Privacy statement for the recruitment of ECDC staff**

Please note that the personal information ECDC requests from applicants will be processed in line with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Pursuant to arts. 11 and 12 of the Regulation, the following information is given to the data subject:

### **Who is the Controller of the data?**

The Controller of the data is the Head of Human Resources Section of ECDC.

### **Which are the purposes of the processing operation of the data?**

Purposes are to select temporary and/or contract staff for ECDC and to comply with Staff Regulations (SR) and Conditions of Employment of Other Servants (CEOS).

### **Who are the recipients, or the categories of recipients, of the data?**

Recipients of the data are the Head of HR, the Recruitment Team (one recruitment officer and two assistants), the Selection Committee members (3 per selection on average) and Appointing Authority (Director of ECDC). Upon specific request in the frame of their mission, auditors (Internal Audit Service, Court of Auditors, Internal Audit Capability) may have access to the file under control of an authorised HR officer. Possibly selected staff members of the Finance Section (Financial Assistant and Resource Officer) and Mission and Meetings Section (Head of MML and Travel Assistant) of ECDC are provided with a list of names, contact details (emails and telephone numbers) and country of origins of candidates invited for interviews in order to conclude travel arrangements.

### **What questions are obligatory, and what are voluntary? What happens if the applicant doesn't reply to mandatory questions?**

It is compulsory for applicants to answer all questions contained in the application form and to fill in all fields requested in the CV in European format, unless otherwise indicated in the specific documents. Failure to comply with the mentioned obligation may result in the disqualification of the applicant from the concerned selection procedure. However, applicants failing to fill the fields noted as optional will not be disadvantaged neither discriminated with regards to the selection procedure.

### **What are the rights of the applicants over the data concerning him/her?**

Applicants have the right to access and rectify the information concerning them stored by the Centre. After the closing date of submitting candidatures, rectification of data related to the eligibility and selection criteria is not possible; identification data can instead be rectified at any time. Request for modification may be submitted by email to the Data Controller and/or to the recruitment mailbox as clearly indicated in every vacancy notice. Applicants can obtain the erasure of their data if the processing is unlawful.

Data subjects are given access to their evaluation results regarding all stages of the selection procedure (pre-selection, interview and written tests) with the following exceptions: (1) access cannot be granted to the comparative data concerning other applicants, (2) access cannot be

granted to the individual opinions of the members of the Selection Committee, (3) only aggregated results can be available.

The data subject has the right to recourse at any time to the European Data Protection Supervisor.

### **What is the legal basis of the processing operation?**

The legal bases for the processing operation are the “Staff Regulations and the Conditions of Employment of Other Servants (CEOS) of the European Communities” laid down by Council Regulation (EEC, EURATOM, ECSC) No. 259/68 (including amendments) and ECDC recruitment policy (internal procedure 06-08).

### **How long will data be kept?**

Recruited applicants: electronic data exchanged with the then-selected candidate are kept for 5 years starting from the date of the acceptance of the job offer by the successful candidate. Personal data of recruited applicants that are stored in hard copy in their personal file are kept for 10 years as of the termination of employment, or as the last pension payment.

Non-recruited applicants: electronic data are kept for 5 years from the date when ECDC receives the declaration of acceptance of the job by the successful candidate. Paper files are kept for 10 years.

Non-recruited applicants whose names are put on a “reserve list for appointment”: every vacancy notice establishes a retention period. A possible extension of the reserve list might occur, in which case the candidates will be asked to confirm their presence on the list.

### **What categories of data are concerned by the processing?**

Categories of data include contact details of the candidate (family name, name, date of birth, gender, nationality, private address, e-mail address, telephone) and data on the profile of the applicant which are relevant for the selection procedure (CV in European format, motivation letter, and, eventually, where requested, supporting documents and other certificates).