



Privacy statement for the recruitment procedure at the European Centre for Disease prevention and Control (ECDC)

Personal data supplied by candidates as part of a recruitment procedure are collected and further 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.

The Controller of the processing operation on personal data is the Head of Human Resources Section of ECDC. The legal bases for the processing operation are found in the “Staff Regulations of Officials and Conditions of Employment of Other Servants (CEOS) of the European Union” laid down by Council Regulation No 31 (EEC) and 11 (EAEC) (including amendments) and ECDC recruitment policy (internal procedure ECDC/IP/15). The purpose of this operation is to select temporary and contract agents for ECDC. The information requested in relation to possible conflicts of interest is based on Articles 11 and 11a of the Staff Regulations and Articles 11 and 81 of the Conditions of Employment of Other Servants. The relevant information will be requested after the appointment decision has been made and before an offer letter is sent. Data collected 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).

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.

Recipients of the data are the Head of HR, the Human Resources Services Team, the Selection Committee members (at least 3 per selection) and the Appointing Authority (Director of ECDC). Certain staff members of the Finance and Accounting Section (Financial Assistant and Financial Verifying Officer) and Corporate Services Section (travel support staff) of ECDC may be 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. The declaration regarding conflict of interest by candidates prior to recruitment will be accessible by the Human Resources Section, the potential line manager, the Head of Unit the Appointing Authority (Director of ECDC) and any other staff required to make an assessment on a potential conflict of interest. Upon specific request in the frame of their mission, auditors (Internal Audit Service, Court of Auditors, Internal Control Coordinator in case of ex-post controls) may have access to the file under control of an authorised HR officer.

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. Requests 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.

Personal data of recruited applicants that are stored in hard copy and electronically in their personal file are kept for 10 years as of the termination of employment, or as the last pension payment.

Data of non-recruited applicants will be kept for three years from the date when ECDC receives the declaration of acceptance of the job by the successful candidate. In case a complaint is pending, the data will be stored for the duration of the proceedings. Data of non-recruited applicants whose names are put on a reserve list for appointment will be kept for the duration established in the respective vacancy notice. A possible extension of the reserve list might occur, and candidates' data will be kept until expiration of the period of validity of the reserve list.

Questions relating to the terms of protection of personal data in the context of recruitment can be addressed to the data controller as well as to the data Protection Officer of ECDC at dpo@ecdc.europa.eu. The data subject has the right to recourse at any time to the European Data Protection Supervisor.

Stockholm, 22 April 2014