



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** Recruitment of individual experts to carry out technical assistance missions in the area of humanitarian aid operations in third countries outside the European Union

**Data Controller:** European Commission – Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) – DG ECHO Unit E.4 ECHO Field Network

**Record reference:** DPR-EC-03388

### **Table of Contents**

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation Recruitment of individual experts to carry out technical assistance missions in the area of humanitarian aid operations in third countries outside the European Union – Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) – DG ECHO Unit E.4 ECHO Field Network is presented below.

## **2. Why and how do we process your personal data?**

DG ECHO Unit E.4 ECHO Field Network collects and uses your personal information to manage the recruitment process of technical assistants working for DG ECHO in third countries.

Your personal data will not be used for an automated decision-making including profiling.

## **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

(c) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

The basis for the processing referred to in point (a) of paragraph 1 has been laid down in the following Union law. Please indicate the relevant provision(s) of the applicable Union law.

DG ECHO Unit E4 ECHO Field Network process personal data, including special categories of personal data as Commission department in charge of managing EU humanitarian aid under that regulation has set up a field network providing technical assistance and support to EU-funded humanitarian aid operations. This field network is staffed by Technical Assistants (international expatriated employees) and National Staff members.

We process special categories of personal data indicated in Section 4, because:

(b) the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

## **4. Which personal data do we collect and further process?**

In order to carry out this processing operation DG ECHIO Unit E4 ECHO Field Network collects the following categories of personal data:

The data, including personal data, which may be processed for that purpose are the following:

- Personal data processed from applicants: name and forename, contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, country of residence, etc.), gender, nationality, date and place of birth, marital status, employment status, information on dependents, driving license, language skills, relevant professional experience, duration of the contract, future place of assignment, results of the interview/selection panel reports, data regarding professional experience, qualifications and skills, including CVs and motivational statements;
- Personal data processed from the members of the selection panels: name and forename, service/function;
- Special personal data required after the selection:
  - Fit to work certificate: the candidate is required to transmit such certificate from the Medical service of the European Commission. No medical information on the candidates is communicated to DG ECHO, only a written statement which attests that the candidate is fit to work.
  - Criminal records for selected candidates: only a statement that there is no criminal record / offences. No details are requested.

The provision of certain personal data listed above is mandatory to fulfil the contractual requirements between the data subject and the operational controller.

#### **5. How long do we keep your personal data?**

DG ECHO Unit E4 ECHO Field Network only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- 2 years after registration of data in Field Staff Management tool (FSM), for data concerning candidates participating in the recruitment process and non-recruited.
- If recruited, the retention period is 8 years after the extinction of all rights of the NS and any dependents, and for at least 100 years after the recruitment of the National Staff.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In the event of need to contract with an external contractor, the Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

## **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You have consented to provide your personal data to DG ECHO Unit E4 ECHO Field Network, for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, [ECHO-E4@ec.europa.eu](mailto:ECHO-E4@ec.europa.eu)

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation

(EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

**10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-03388**

