



DATA PROTECTION NOTICE FOR JOINT INTER-AGENCY SELECTION OF TEMPORARY AGENTS AND CONTRACT AGENTS

The European Education and Culture Executive Agency ('EACEA') processes your personal data¹ in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#)² on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

WHAT IS THE PURPOSE OF THIS PROCESSING ACTIVITY?

The purpose is to receive applications, evaluate and select the best candidates for temporary agents and contract agents positions available in EACEA and in the Executive Agencies associated to the inter-agency common selection.

This processing aims at ensuring compliance with all requirements and proper management of selection procedures conducted by EACEA when acting as lead agency or when acting as a participating agency in the inter-agency common selection. The participating agencies will be clearly identified in the vacancy notice. The processing in the context of the inter-agency common selections concerns only the selection phase until the establishment of reserve lists.

The reserve lists are kept and managed by the lead agency and shared as appropriate with the associated agencies. The subsequent recruitment processes are managed by each agency and subject to own and specific data protection record and notice.

You can find more information on the processing of your personal data for the recruitment phase in EACEA here: [EACEA Working for the Agency \(europa.eu\)](#).

WHO IS THE DATA CONTROLLER?

The data controller of the processing operation is the Head of Unit R1 "People, Workplace and Communication" of EACEA.

The Executive Agencies participating in this type of selection act as joint controllers and are specified in the relevant vacancy notice.

Whenever the EU- CV-Online is used for the selection, the European Commission Directorate General for Human Resources and Security, Unit B.1, is processing personal data (as data processor) on behalf of EACEA as manager of EU- CV-Online, the e-Recruitment tool used to

¹ **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

² 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L295/39 of 21.11.2018).

process your application (see [Privacy statement](#)). The processor can be reached via HR-MAIL-B1@ec.europa.eu.

WHICH PERSONAL DATA IS COLLECTED?

During the selection phase for temporary and contract agents, the following personal data may be processed:

- Identification data of the candidate: title, family name, first name, name at birth, date and place of birth, gender, number and validity date of identification document, email address, nationality/citizenship.
- Information provided by the candidate to allow practical organisation of the selection, as relevant: address, postcode, city, country, e-mail addresses, telephone numbers, languages for correspondence, and special needs.
- Information contained in the CV. The level and type of personal data depends on the amount of information that the candidates provide on their own will:
 - Work experience: occupation or positions held, start and end dates, position/title, work regime (full-time or part-time), main activities and responsibilities, name and address of the employer, type of business or sector, possible publications.
 - Education and training information: for each completed course start and end dates, title of qualification awarded, principal subjects and occupation skills covered, name and type of organisation providing education and training, level in national or international classification.
 - Knowledge of languages.
 - Skills and competences: technical and non-technical skills relevant to the position, organisational, social or other skills.
 - Motivation, strengths and achievements.
 - References: contact details of referees.
 - Military/civil service record.
 - Photo (if applicable).
- Information concerning the assessment of the candidates:
 - Outcome of EPSO CAST results.
 - CV screening evaluation grids.
 - Written test evaluation grids.
 - Interview evaluation grid.
 - Reserve list with the names of candidates retained during a given selection procedure.
- Information on the members of the Selection Committee: name, surname, organization/Unit, email.

The above-mentioned personal data are mandatory for the purpose(s) outlined above. Any additional information (e.g.: marital status...) is disregarded.

WHO HAS ACCESS TO THE PERSONAL DATA OF DATA SUBJECTS AND TO WHOM CAN THEY BE DISCLOSED?

During the selection phase:

- The staff in the HR sector dealing with the selection and authorised staff in charge of recruitment and administration in the Executive Agencies associated to the joint selection procedure as indicated in the vacancy notice.
- The members of the Selection Boards and the Heads of the recruiting service in the associated Executive Agencies.
- The Authority Empowered to conclude Contracts of Employment (AECE) in the associated Executive Agencies.

On a need-to-know basis and in compliance with the relevant legislation, bodies charged with monitoring or inspection tasks in application of EU law:

- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure.
- The competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations and the authorized staff in EACEA or DG HR dealing with the request or complaint.
- OLAF (European Anti-Fraud Office).
- The Internal Audit Service of the Commission.
- The Court of Auditors.
- The European Ombudsman.
- The European Data Protection Supervisor.
- The European Public Prosecutor's Office.

The transmission will be restricted to the information necessary for the competent entity to carry out its task.

Your personal data will not be transferred to third countries or international organisations.

The processing of your data will not include automated decision-making (such as profiling).

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

We process your personal data on the basis of Article 5(1) (a) and (b) of Regulation (EU) No 2018/1725 because 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 for the management and functioning of the Union Institutions or bodies as well as for compliance with a legal obligation to which the controller is subject.

To the extent that processing of personal data is based on your consent, such processing is lawful also under Article 5(1)(d) of Regulation (EU) 2018/1725.

The legal bases for the processing are the following:

- Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for Executive Agencies to be entrusted with certain tasks in the management of Community programmes.
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Health and Digital Executive Agency, the European Climate, Infrastructure and Environment Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU.
- Articles 12-15 and 82-84 of the Conditions for Employment of Other Servants of the European Union (CEOS).
- Decision of the EACEA Steering Committee EA_2015_WP02_D1d laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.
- Commission decision C(2017)6760 final of 16/10/2017 on the general implementing provisions on the procedures governing the engagement and the use of contract staff adopted by analogy by EACEA Decision of the Steering Committee EA_2017_SC04_D4ia of December 2017.

When processing your health data, the legal basis is Article 10(2)(b) of Regulation 2018/1725, because the processing is necessary for 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.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Personal data are kept for 2 years after the closing of the reserve list. After this period, the personal data is eliminated.

WHAT ARE YOUR RIGHTS REGARDING YOUR PERSONAL DATA?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay.

If you have any queries concerning the processing of your personal data or wish to exercise any of the rights described above, you may contact:

the Head of Unit R1 via EACEA-HR-SELECTION@ec.europa.eu and

the EACEA DPO via EACEA-DATA-PROTECTION@ec.europa.eu.

You shall have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).