



EFSA TALENT SELECTION AND RECRUITMENT PROCESSES

Data Protection Notice

1. Brief Description

Workforce selection and recruitment at EFSA is based on open selection procedures based on transparency and equity. EFSA's processes are supported by an Oracle Taleo Cloud electronic system, designed to simplify the application process for candidates and to maximise EFSA's screening and selection efforts. EFSA's career opportunities are available on a dedicated 'EFSA careers' page in the website, divided in separate sections: staff, experts, trainees, secondments covering the recruitment of statutory staff (temporary agents and contract agents), the selection of members of the EFSA scientific committee, scientific panels and working groups, traineeships, the selection of seconded national experts (SNEs - civil servants from national authorities), guest visitors and individuals under the scientific and technical support (ISA) scheme. Persons interested can create their general candidate profile in the e-recruitment tool and submit their application for a specific vacant position. Documents pertaining to the evaluation and selection stage, such as the report with scoring of applications for each vacancy and the scoring grids of written tests, online and live interviews are also collected in the tool.

The pre-employment medical visit, if so required, is a specific step in the recruitment process. Due to its particularity and the involvement of the EFSA Medical Adviser in charge of processing the candidate's health data, specific information is provided in a separate data protection notice.

Shortlisted candidates may undergo an online video interview which is supported by a dedicated tool – Hirevue. (www.hirevue.com)

As a rule, written tests of shortlisted candidates will be organized remotely requiring candidates to participate connecting from their personal device. To ensure the security and integrity of the test, EFSA may rely on the invigilation by an outsourced service provider (so-called 'proctored testing'). In that case, a specific Data Protection Notice for the proctored testing, detailing the candidate's data processed and the way data subjects may address their rights is provided, complementing the present general Notice on EFSA's selection and recruitment process. The invigilation service provider of EFSA is <https://www.testreach.com/>.



EFSA has carried out a Data Protection Impact Assessment in accordance with Article 39 of the EUDPR related to the TestReach proctored testing service.

To add that for the recruitment of managerial staff, the shortlisted candidates are invited to an interview with the Executive Director and they shall take part in an assessment centre, provided by an external service provider of EFSA.

Personal data processing in any manner in the context of EFSA talent selection and recruitment processes, including the electronic processing, shall be compliant with Regulation (EU) 2018/1725 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 EUDPR").

The present note contains the information required in accordance with Article 15 and 16 of the EUDPR.

References in this note to 'you', means you as an individual candidate or applicant for a vacant position or belonging to one of the groups of EFSA's workforce.

2. Purpose

The objective of the EFSA talent selection and management is to attract, retain and develop talented and engaged human resources, more particularly:

- To support selection and recruitment procedures of EFSA for statutory staff, trainees, experts, seconded national experts, guest visitors and ISA experts;
- Specifically for what concerns the statutory staff, to support the management of competencies based on the individual profiles and to facilitate the staff workforce allocation management.

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

3. Information on the Controller and the Data Protection Officer

- The Head of Management Services Department (EMPOWER) is the controller of the data processing in the context of selection and recruitment, including the use of the electronic support tools. Data processing by means of the tools is mainly entrusted to the Human Capital Unit (HUCAP), Talent Management Team who can be contacted through [Ask EFSA a Question](#)
- EFSA's data protection officer can be contacted writing to DataProtectionOfficer@efsa.europa.eu



4. Categories of Personal Data Processed

- Data inserted by you as a user of the e-recruitment tool, including the general profile information: your name, contact and identification details, education, employment history, certifications, preferred job type (staff, trainee, SNE), publication list, areas of expertise. Fields for which information is compulsory are marked with an asterisk in the e-recruitment tool;
- Evaluation data input in the recruitment tool throughout the selection and recruitment process for each vacancy, including the report with scoring of applications and mapping of expertise, scoring grids from online and live interviews.

5. Recipients of the Personal Data

- The access to personal data is managed on a need-to-know basis by means of function-based access control and account management for the e-recruitment tool ('Access Management procedure for the Talent Management Solution'). This procedure aims at ensuring that the information is only disclosed to authorised recipients, including: HUCAP Unit staff in charge of talent selection, appointed members of the Selection Board for a specific vacancy, evaluators, the Executive Director in his capacity as Appointing Authority or any delegation thereof;
- For traineeships: Heads of Unit selecting trainees who applied to a traineeship call or other staff who would work with the trainees;
- For experts: Evaluators, Head of Units, Panel Coordinators, Scientific Officers/HUCAP/RAL staff in charge;
- Should the candidate'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 candidate's application and evaluation;
- External service provider that EFSA relies on in the selection and recruitment process, i.e. Hirevue (online video interview) and TestReach (proctored testing). EFSA has contractual arrangements in place with this external service provider to ensure the secure, confidential and EUDPR-compliant handling of candidates' data;
- Access can be granted on request to bodies in charge of auditing, control and judicial review, including the European Ombudsman, the European



Data Protection Supervisor, OLAF, the European Court of Auditors, the EU Court of Justice.

6. Information Security

The Oracle Taleo Cloud electronic system supporting the EFSA talent selection has been configured taking account of a data protection impact assessment in the sense of Article 39 of the EUDPR. EFSA's configuration of Taleo ensures overall compliance with the General Data Protection Regulation (EU) 2016/679 ("the GDPR"). The tool is accommodated with state-of-the-art security measures and data is stored securely in ISO certified data centres located inside the European Union. In addition, in light of the data minimization principle, function-based access control and account management has been established (see section 5).

7. How Can You Exercise Your Rights As a Data Subject, Including Your Right of Access and Rectification?

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

- As a candidate, you can exercise your access right and your right of rectification by entering the e-recruitment tool with your user name and password. In this way you can access your application at any time and edit it until the procedure closing date.
- You can update or correct at any time your general profile data in the tool.
- You can delete your candidate profile, along with all your applications, at any time.
- The tool incorporates an automatic notification to job applicants, helping them in exercising their data subject rights.

In case of problems in exercising your rights by means of the self-service in the e-recruitment tool, you can contact the HUCAP Talent Management Team, using the above contact details (see section 3).

8. Retention Period of Personal Data

The following retention periods of personal data are applied:

- Profile information: The profile information of users in the electronic tool is maintained to facilitate their preparation of any future applications for recruitment or selection at EFSA, including for the membership of



scientific panels which is renewed every 5 years. EFSA will carry out periodical screenings and delete profiles that have been inactive for 7 years, provided that they are not linked to any open call or valid reserve list;

- Application-specific information and supporting documents related to staff, SNEs, trainees, experts, guest visitors: Personal data is deleted when the information is no longer necessary for budgetary discharge, audit and control purposes, legal challenges, external evaluation;
- For non-recruited candidates: the information is retained for 5 years from the closure of the selection process, serving as a resource for mid-term workforce selection and recruitment planning and simplifying any future applications by the candidate. When a reserve list is established, the 5 years retention period starts from the expiry date of the reserve list;
- For recruited candidates: the information is stored until 5 years after the termination of their appointment.

9. Lawfulness and Legal Basis for Data Processing

Personal data processing in the context of EFSA talent selection and recruitment is necessary for the performance of tasks carried out in the exercise of official authority vested in EFSA as an agency of the European Union and for the compliance with the legal obligations to which it is subject in the sense of Article 5(1)(a) and (b) of the EUDPR. The specific legal basis is provided by:

- EFSA's Founding Regulation (EC) n° 178/2002 of the European Parliament and of the Council laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety;
- The Staff Regulations (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), in particular Art. 27-34 (SR), Art. 12-15 (CEOS) and Art. 82-84 (CEOS);
- Decision of the Executive Director laying down the Rules Applicable to National Experts on Secondment to EFSA;
- Decision of the Executive Director on the Traineeship Scheme at EFSA;
- Decision of the Executive Director on the Guest Programme Scheme at EFSA;
- Financial Regulation applicable to the general budget of the Union, in particular Art. 237 for what concerns ISA experts;
- Implementing Rule of the Management Board of the European Food Safety Authority laying down the rules on the selection, appointment and



operations of the Scientific Committee, Scientific Panels and of their Working Groups.

10. Specific Information on the Personal Data Processing in the Context of the Online Video Interview Service – Hirevue

- The <https://www.hirevue.com/modernhire> service supports the selection and recruitment process of different EFSA talents and consists of a facility to remotely interview individuals online in an asynchronous way, with related video recording, written test and storage. The service is provided by Hirevue contracted for that purpose and acting as a processor under the control of EFSA;
- When applied for a specific selection procedure, the purpose of the online video interview service is to assess the language proficiency and the competencies of candidates in the selection processes for the different groups. The video interview may form a preliminary step in the selection process aiming at better pooling candidates for a subsequent live interview at EFSA;
- Processing of sensitive personal data according to Article 10 of the EUDPR: Visual aspects of the candidate's racial or ethnic origin or health is revealed during the video interview. Other sensitive data may accidentally be revealed where the background of the room of the candidate shows for instance religious or political/philosophical symbols;
- The Hirevue service is accommodated with state-of-the-art security measures and interview content is stored securely in ISO certified data centres located inside the European Union. Hirevue uses Amazon Web Services for EFSA data storage in the AWS region 'European Union' - Ireland;
- The Hirevue service provider acts as a processor under the control of EFSA. This means that Hirevue facilitates the recording of the interviews and their storage for secure access by EFSA's nominated representatives. Only EFSA staff in charge of the selection (members of the Selection Board, individual staff members of the HUCAP Unit) is able to access data on a strict need-to-know basis and following secure personalised system authentication. Personal data will not be transmitted to any other recipients and not either be used for any unrelated purpose such as direct marketing or profiling;
- As a candidate in the selection process for a position at EFSA, in case your selection procedure is subject to the online interview stage, **you have the right to opt-out** from the online interview service, asking EFSA for a live interview as an alternative. If you wish to opt-out, please contact the HUCAP Unit of EFSA using the contact details provided. In



such case, you will be invited for a live interview at a specific date and time fixed unilaterally by EFSA according to the availability of the Selection Board members. Opting out from the online interview by choosing for the alternative of a live interview does not in any way prejudice your chances as a candidate in the relevant selection procedure;

- The interview content is kept until one year after the submission date by the candidate. After the one-year period, the interview content is deleted from the AWS servers hosting the Hirevue service;
- Should you want to verify your personal data stored in the system, have it modified, corrected or deleted, please contact the HUCAP Unit of EFSA by writing to us through [Ask EFSA a Question](#).

11. Specific data protection notice concerning proctoring of online written recruitment tests - TestReach

- Purpose:
 - Proctored testing consists of the remote invigilation of online written tests organized as part of EFSA's selection and recruitment processes to ensure the security and integrity of the tests. The proctored testing service is provided by <https://www.testreach.com/> contracted for that purpose and acting as a processor under the control of EFSA.
- Categories of personal data processed in proctored testing:
 - Exam candidates' personal information, including their name, material evidence to ascertain their identification (e.g. by means of ID-card or passport verification before starting the test), e-mail address and contact details, special adjustments for the exam (e.g. additional time allowed in case of a disability);
 - Computer information, including IP address, browser header data, cookies;
 - Candidate exam information, including answers to exam questions, scoring, activity monitoring data, video recording of the candidate taking the exam.
 - On a case-by-case basis, sensitive personal data in accordance with Article 10 of the EUDPR: Visual aspects of the candidate's racial or ethnic origin, health status or a disability may be revealed during the video invigilation. Other sensitive data may accidentally be revealed such as through religious or political/philosophical symbols made visible.



- Recipients of data:
 - TestReach invigilators and personnel on a need-to-know basis and under strict confidentiality duties;
 - EFSA HuCap team talent management.
- Exercise of rights:

Candidates can exercise their rights as a data subject by contacting the invigilator for the test they participate in and/or by contacting the controller, using the contact details under section 3 above.
- Data Retention:

TestReach retains video recordings of remotely invigilated exams of EFSA candidates for a period of 6 months after the exam date.
- Further information concerning proctored testing by means of TestReach:
 - The TestReach application is hosted in Amazon Web Services (AWS) cloud with EU-primary servers located in Dublin (IRL) and AWS backup server locations in the Frankfurt (D);
 - TestReach is ISO certified;
 - There is a disaster recovery in line with industry best practice standards;
 - Before initiating the service provision, EFSA carried out a data protection impact assessment in accordance with Article 39 of the EUDPR.

12. Specific Information on Personal Data Processing in the Context of External Assistance in Staff Selection Including the Assessment Centre for the Recruitment of Managerial Staff

- EFSA relies on specialised service provision in the area of staff selection, based on procurement contracts. The assistance from external service providers may comprise the following tasks such as for e.g., applications screening, screening interviews of shortlisted candidates, support during interviews with the Selection Board, psychometric testing, online proctored tests, assessment centre, *ad hoc* consultancy.
- Specifically, as concerns the assessment centre, it shall be clarified that pursuant to Article 9(1)(b) of the EFSA Decision on middle management staff of 11/10/2018, Head of Unit functions shall take part in an assessment centre as a step of the selection and appointment process.



- The service providers for the assistance in staff selection shall be indicated in the invitation to candidates for taking part in a specific assessment (e.g. psychometric testing, proctored tests, assessment centre).

13. Data Subject's Right to Lodge a Complaint with the EDPS

As a data subject, you have a right to lodge a complaint on the processing of your personal data in the context of EFSA selection and recruitment processes with the European Data Protection Supervisor – [EDPS Complaints Form](#)

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