



## RECORD OF PROCESSING OPERATION ON

### Selection procedure for statutory staff members

Nr.	Item	Description
1.1	Reference number	DP.HR.20.02
1.2	Name and contact details of controller	Human Resource Management <a href="mailto:recruitment.enquiries@eea.europa.eu">recruitment.enquiries@eea.europa.eu</a>
1.3	Name and contact details of joint controller(s) (where applicable)	Not applicable
1.4	Name and contact details of the processor (where applicable)	Oracle Systal [Complete with contact details]
1.5	Name and contact details of the DPO	<a href="mailto:DPO@eea.europa.eu">DPO@eea.europa.eu</a>
1.6	Purpose of the processing	<p>Personal data is collected and further processed for the purpose of</p> <ul style="list-style-type: none"> <li>- organising and supporting selection and recruitment procedures for statutory staff in view of potential recruitment at the EEA, and</li> <li>- managing administratively applications and the different stages of the selection procedure and managing and checking the exploitation of reserve lists.</li> <li>- EEA's career opportunities are available on a dedicated "EEA careers" page on its website, covering the recruitment of statutory staff (officials, temporary agents and contract agents), as well as other dedicated selection procedures such as the one for seconded national experts (SNEs). Persons interested can create their general candidate profile in the e-recruitment tool ('Systal') and submit their application (including a motivation letter and CV in the Europass format) for a specific vacant position when published.</li> </ul> <p>Online applications are first checked against the eligibility criteria by the HRM group and then assessed against eligibility and selection criteria, essential and advantageous) by the selection committee members</p>



		<p>during the screening phase. The selection committee examine the applications provided in order to shortlist the best candidates to be interviewed. The screening is carried out on selection criteria that can be verified based on the applications only. The selection committee members reach a final decision by consensus.</p> <p>After the interviews, the selection committee members draw up a list of suitable candidates which is submitted to the appointing authority who will decide on the establishment of a reserve list. The appointing authority may decide to undergo recruitment interviews with some or all suitable candidates in order to offer the position and define the candidates for the reserve list (where applicable). In case of the recruitment of managerial staff, they shall take part in an assessment centre with an external service provider contracted by the EEA.</p> <p>Documents pertaining to the evaluation and selection stage, such as the report with scoring of applications for each vacancy and the scoring grids of online and live interviews as well as of the written tests are also collected and stored in the Systal tool.</p>
1.7	<p>Description of categories of persons whose data the EEA processes and list of data categories</p>	<p>Any person applying in response to a vacancy notice published by the Agency.</p> <p>The personal data as provided by the applicant at each stage of the selection process. Applicants are free to give their data on a voluntary basis; failure to submit the required information and documents implies exclusion from the selection procedure. However, applicants failing to fill the fields noted as optional will not be disadvantages neither discriminated regarding the selection procedure.</p> <p>The categories of data processed relate to the following:</p> <ul style="list-style-type: none"> <li>- data input by the applicant as a user of the e-recruitment tool, including the general profile information and data to identify and contact the applicant: compulsory fields include name (title, first name and surname), date of birth, gender, nationality, postal address, e-mail address, telephone number</li> <li>- data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice: education, employment history, certifications and data on the selection criteria, and in case that an employment</li> </ul>

		<p>contract is offered, supporting documents (including evidence of character references and certificate of physical aptitude)</p> <ul style="list-style-type: none"> <li>- additional data: any supporting information and/or documents verifying the applicant's technical and professional competences, ID/passport number, bank account details for reimbursement of expenses and payment of allowances</li> <li>- any other information the applicant may wish to provide to support their application (e.g. recommendation letters, certificates).</li> <li>- Originals or certified copies of evidence of nationality and qualifications, as well as evidence of character references and 'medical-fit-to-work' certificate are requested from the candidate who is offered a position, prior to final recruitment.</li> <li>- Evaluation data input in the tool throughout the selection and recruitment process for each vacancy, including the report with scoring of applications, scoring grids for interviews and written tests</li> <li>- The data processed may be used for drawing up reserve lists with the aim to recruit personnel (i.e. officials, temporary agents, contract agents, seconded national experts) with the highest standard of ability, efficiency and integrity.</li> </ul>
1.8	Time limit for keeping the data	<p>Personal data is kept as long as necessary for the purposes of the administration and management of the related selection procedure, as well as for any follow-up actions it may entail.</p> <ul style="list-style-type: none"> <li>- User's profile information: the data is maintained to facilitate participation in any future applications for recruitment or selection at the EEA. The EEA will carry out periodical screenings and delete inactive profiles on a 5-years basis</li> <li>- In the case of recruited applicants, the data retention period is ten years as of the termination of employment or the last pension payment, whichever is applicable.</li> <li>- In the case of non-recruited applicants included in a reserve list, the data retention period is determined by the validity period (and possible extension) of the reserve list.</li> <li>- In the case of non-recruited applicants (unsuccessful applicants) the data retention period is two years as of</li> </ul>

		<p>the date the data subject becomes aware of the result of the recruitment procedure (i.e. from the date of publication in the EEA website that the procedure was closed, or the date of receipt of the notification to the applicant).</p> <p>After the above-mentioned periods, only data needed to provide overall statistics on the exercise (number of eligible and non-eligible applications, total number of applications, etc.) will be kept. These statistics are not subject to Regulation (EU) 2018/1725 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.</p> <p>Documents related to recruited officials, temporary agents and contract agents are kept in their personal file in accordance with Article 26 of the Staff Regulations. The EEA keeps personal file until 10 years after the jobholder has terminated employment or the last pension payment, whichever is applicable provided there are no pending claims or any other open issues concerning the EEA employment relationship. The same retention is applied for recruited SNEs.</p>
1.9	Recipients of the data	<p>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. This procedure aims at ensuring that the information is only disclosed to authorised recipients, including: the EEA staff in the Human Resource Management group, appointed members of the Selection Board, the Executive Director in his capacity as Appointing Authority or any person delegated.</p> <ul style="list-style-type: none"> <li>- In the case of reserve lists, and in the selection of seconded national experts, in addition to the above: line managers</li> <li>- EEA Staff members in the finance group dealing with the reimbursement of travel expenses, allowances and removal costs in case of recruitment</li> <li>- Where relevant, access can be granted on request to any of the supervisory instances of the EEA, and bodies in charge of auditing (i.e. the European Court of Auditors, the Internal Audit Service), control and judicial review (i.e. the European Ombudsman, the General Court of the European Union, the European</li> </ul>



		<p>Anti-Fraud Office, the European Public Prosecutor's Office, the European Data Protection Supervisor as the case may be).</p> <p>All recipients of the data are reminded of the purpose limitation of the transfer in question and the obligation of confidentiality arising from Articles 4(1)(f) and 9 of Regulation 2018/1725.</p>
1.10	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	There are no transfer of personal data to third countries or international organisations.
1.11	General description of security measures (where possible)	The Oracle Systal Cloud electronic system supporting the EEA selection and recruitment management has been configured so that it generally complies with the requirements of the General Data Protection Regulation (EU) 2016/679 (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, function-based access control and account management has been established
1.12	Measures for providing additional information, including how data subjects may exercise their rights of access, rectification, data portability (where applicable), etc.	Any vacancy notice published by the EEA contains a comprehensive data protection notice which specifies the rights of the data subjects and how they may exercise them (in particular right of access and rectification), as well as a link to the relevant specific privacy statement ( <a href="https://www.eea.europa.eu/about-us/jobs/privacy-statement-1">https://www.eea.europa.eu/about-us/jobs/privacy-statement-1</a> )