

**ANNEX 1 TO NOTIFICATION HR1
SELECTION PROCEDURE FOR TEMPORARY AGENTS AND CONTRACT AGENTS**



PRIVACY STATEMENT

Statement on personal data protection within the framework of selection of officials, temporary agents, contract agents, seconded national experts and non-statutory staff

Personal data provided by the applicant are processed in accordance 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 movements of such data.

Processing operations are under the responsibility of the Head of Human Resources Management group (HRM Group) acting as data controller, regarding the collection and processing of personal data.

Purpose(s) of the processing

To organise selection procedures in view of potential recruitment at the EEA; to manage administratively applications and the different stages of these selection procedures and to manage and check the exploitation of reserve lists.

Recipients of the data processed

- Human Resources staff dealing with recruitment;
- Members of the Selection Committee appointed by the Executive Director;
- Appointing Authority (Executive Director);
- In case of reserve lists, and in the selection of seconded National Experts: Heads of Programme and Heads of Groups;
- Finance staff dealing with the reimbursement of travel expenses, allowances and removal costs in case of recruitment;
- Where necessary, any of the supervisory instances of EEA (i.e. European Court of Auditors, Internal Audit Service, and in case of controversy, the European Ombudsman, the Civil Service Tribunal, the European Anti-Fraud Office, and the European Data Protection Supervisor).

All recipients of the data are reminded of their obligation not to use the data received for any further purpose than the one for which they were transmitted.

Personal data concerned

The data of applicants provided during the selection and management process.

Kongens Nytorv 6
1050 Copenhagen K
Denmark

Tel: +45 33 36 71 00
Fax: +45 33 36 71 99

E-mail: eea@eea.europa.eu
Homepage: www.eea.europa.eu

Obligatory or optional data

Applicants are free to give their data on a voluntary basis; failure to provide data implies exclusion from the selection procedure. However, applicants failing to fill the fields noted as optional will not be disadvantaged neither discriminated with regards to the selection procedure.

Categories of data processed:

- Data to identify and contact the applicant: family name, name, date of birth, gender, nationality, private address, e-mail address, telephone number;
- Data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice (application form, CV in European format, motivation letter, and in case that an employment contract is offered, supporting documents including documents containing sensitive data such as evidence of character references and “medical-to-fit” certificate).
- Additional Data: any supporting documents verifying the candidate’s technical and professional competence, ID/Passport number and bank account details for reimbursement of expenses and payment of allowances.

Furthermore, applicants may wish to provide other information to support their application.

The data processed may be used for the drawing up of a reserve list with the aim to recruit personnel (i.e. temporary agents, contract agents) with the highest standard of ability, efficiency and integrity.

Safeguarding of data processed:

The data collected are stored in the Human Resource Management Group’s offices in locked cabinets.

Right of access and rectification

Applicants have a right to access their data and to update or correct their personal data at any time during the selection procedure. The right to rectify the information already provided can only apply to the factual data processed within the concerned selection procedure. The right to rectify can only be exercised up to the closing date for submission of applications. However, inaccurate identification data may be rectified at any time during and after the selection procedure.

Any request for access or rectification of personal data shall be addressed in writing at the following address recruitment.enquiries@eea.europa.eu or to the EEA’s Human Resource Management Group at the following address European Environment Agency, Kongens Nytorv 6, 1050 Copenhagen, Denmark.

Legal basis

- Staff Regulations and the Conditions of Employment of Other Servants (CEOS) of the European Communities laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Council Regulation (EC, EURATOM EC) No 1558/2007 of 17 December 2007;
- Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009 on the European Environment Agency and the European Environment Information and Observation Network;
- Implementing rules on the engagement and use of Temporary agents (EEA/BU/51/written procedure of 21.05.2010);

- Implementing rules on the engagement and use of Contract agents (EEA/BU/51/written procedure of 21.05.2010);
- Commission Decision laying down rules on the secondment of national experts to the Commission (COM(2006)2033 applicable by analogy to the EEA).

Legality of processing

Processing is necessary for the performance of tasks carried out in the public interest on the basis of article 5(a) of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000.

Data retention

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.

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.

In the case of non-recruited applicants (unsuccessful applicants) the data retention period is two years as of the date the data subject became aware of the result of the recruitment procedure (i.e. from the date of publication in the EEA Web page that the procedure was closed, or the date of receipt of the notification to the applicant).

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 (EC) No 45/2001 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.

Right to appeal

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the EEA.

Applicants may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of their personal data at the following e-mail address: DataProtectionOfficer@eea.europa.eu.

