

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF

## PROCESSING PERSONAL DATA RELATED TO SELECTION, RECRUITMENT AND ADMINISTRATIVE MANAGEMENT OF CONTRACT AGENTS (CAS) AT THE EEAS HEADQUARTERS

### 1. INTRODUCTION

THE PROTECTION OF YOUR PRIVACY INCLUDING YOUR PERSONAL DATA IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS). WHEN PROCESSING PERSONAL DATA WE RESPECT THE PRINCIPLES OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ARTICLE 8 ON DATA PROTECTION.

THIS PRIVACY STATEMENT DESCRIBES HOW THE EEAS PROCESSES YOUR PERSONAL DATA FOR THE PURPOSE IT IS COLLECTED AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA IS PROCESSED IN ACCORDANCE WITH 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 AS OF 11 DECEMBER 2018, ALIGNED WITH PROVISIONS OF THE GENERAL DATA PROTECTION REGULATION /REG. (EU) 2016/679/.

ALL DATA OF PERSONAL NATURE - DATA THAT CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - IS HANDLED WITH THE NECESSARY CARE.

### 2. PURPOSE OF DATA PROCESSING: Why do we process your data?

The purpose of the data processing operation is to manage selection procedures, recruitment and administrative procedures for contract agents at EEAS Headquarters.

### 3. DATA PROCESSED: What data do we process?

I. Data processed from the contract agent:

- Full Name
- Address
- Gender
- Date and place of Birth
- Nationality
- ID
- Personal Number
- Status
- Current place of assignment (if applicable)
- Duration of contract
- Future place of assignment
- Data regarding professional experience, qualifications and skills, including CVs and motivational statements
- Results of the Interview/ selection panel reports

II. Data processed from the members of the selection panel:

- Name
- Last Name
- Service/Function

### 4. DATA CONTROLLER: Who is entrusted with processing your data?

The Controller determining the purpose and the means of the processing activity is the European External Action Service. The representative of the controller, the service – EEAS Directorate / Division / EU Delegation – responsible for managing the personal data processing under the supervision of the Director / Head of Division / Head of Delegation is the following entity:

**EEAS 'Selection and Recruitment' Division (EEAS.BA.HR.2)**

### 5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

The recipients of the data are the following on a strict 'need-to-know policy' basis:

- EEAS BA.HR.2 Division 'Selection and Recruitment' assigned staff
- Heads of division and other designated staff in the division relevant for the particular recruitment
- Appointing Authority
- Members of selection panels
- European Commission DG HR B2 - Unit dealing with recruitment of contract agents

Personal data is not intended to be transferred to a Third Country.

The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

### 6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, if collected unlawfully, which will be implemented within 10 working days after your request has been deemed legitimate.

If you have any questions concerning the processing of your personal data, you may address them to the following functional mailbox of the Data Controller.

[selection-and-recruitment@eeas.europa.eu](mailto:selection-and-recruitment@eeas.europa.eu).

#### **7. LEGAL BASIS: On what grounds we collect your data?**

Legal basis:

- Good administration practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU).
- Conditions of Employment of Other Servants (CEOS/"RAA"): articles 79 and 80, 82 to 87 and 119.
- Decision of the High Representative of the European Union for Foreign Affairs and Security Policy of 22 November 2011 on general implementing provisions (GIPs) for giving effect to the Staff Regulations and to the CEOS.PROC HR(2011)013.
- General Implementing Provisions on the procedures governing the engagement and the use of contract staff at the Commission C(2011)1264 final, 2 March 2011
- Commission Decision of 16 December 2013 C (2013)8967 final amending the GIPS.
- Commission Decision of 16 December 2013 (2013)9054 final on measures concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Union.

#### **8. TIME LIMIT - DATA STORING: For what period and how we process your data?**

The data will be kept for a maximum of 10 years as of the termination of employment. As for non-recruited applicants, data will be retained for a maximum of 2 years.

Security of data: Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

#### **9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?**

In case you have queries you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

#### **10. RECOURSE**

You have at any time the right of recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).