

PRIVACY NOTICE

Selection Procedures for recruiting Temporary Agents, Contract Agents and Seconded National Experts

This Privacy Notice explains what kind of personal data the Agency collects when you submit your application for an opened position (TA, CA and SNE`s) and how the Agency uses your personal data.

1. Why we collect personal data?

The Agency collects personal data for the evaluation of the received applications in relation to the published selection procedure for various positions like Temporary Agent (TA), Contract Agent (CA) or Seconded National Expert (SNE).

2. What kind of data does the Agency collect?

The Agency collects data from the applicants regarding their:

- identification (name, surname, date of birth, gender, nationality, photo, a copy of ID or Passport, social security certificate, medical certificate, military/civil service record, criminal record);
- contact details (postal address, email address, phone, mobile and fax number);
- experience (work experience, education, training skills, languages, true certified copies of their diplomas, letter of motivation);
- banking details (financial identification form, bank account information);

3. Who is responsible for the processing of the data?

The Agency is the legal entity for the processing of personal data and who determines the objective of this processing activity. The Head of Corporate Services Department is the responsible for this processing operation.

4. Which is the legal basis for this processing operation?

The legal basis of the processing of job applications for temporary agents and contract agents can be found in Articles 12-15 and Article 82-84 of the Conditions of Employment of other servants of the European Communities (CEOS) in case of temporary agents and contract agents. The lawfulness of the processing of personal data is found under Article 5(a) of Regulation (EC) No 45/2001.

The legal basis of the processing of job applications for Seconded National Expert (SNE) can be found in the Commission Decision of 18.11.2008 (C(2008) 6866 final) implemented by the MB Decision 2017/01 regarding Seconded National Experts.

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Furthermore, as the job application is voluntary, the processing of the personal data is also in accordance with Article 5(d) of Regulation (EC) No 45/2001.

5. Who can see my data?

During the selection process, your personal data can be accessed by a restricted number of staff members, which are in charge of the recruitment.

These include the Human Resources within the Corporate Services Department, the members from the selection panel of the corresponding recruitment procedure, the Head of Department that you applied for and the Director of the Agency who is in charge of the final decision related to recruitment.

For reimbursement of the travel costs, a restricted number of staff members from the Directorate-General for Budget (DG BUDG) at the European Commission have access to your data.

6. How to control your data?

You can access, modify or delete your personal data by sending an email request to recruitment@fra.europa.eu. More details are provided below.

7. Can I access my data?

You have the right to access your data at any time and free of charge, by sending an email request to recruitment@fra.europa.eu. However, if you are a candidate you have the right to access your evaluation results, except comparative results of other applicants or of the opinions of individual members that assessed your application.

8. Can I modify my data?

You have the right to modify your data without delay of inaccurate or incomplete personal data at any time by sending an email request to recruitment@fra.europa.eu. You have the right to update or correct at any time your identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.

9. Can I block you from processing my data?

You have the right to block the processing of your personal data at any time by sending an email request to recruitment@fra.europa.eu when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data.

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10. Can I delete my data?

You have the right to delete your data at any time by sending an email request to recruitment@fra.europa.eu when the processing activity is unlawful.

11. Do you share my data with other organisations?

Personal data is processed by the Agency only. In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

12. Do I have the right to object?

Yes, you have the right to object at any time by sending an email request to recruitment@fra.europa.eu when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

The Agency will address your requests within 15 working days from the receipt of the request.

13. What can I do in the event of a problem?

a) The first step is to notify the Agency by sending an email to recruitment@fra.europa.eu and ask us to take action.

b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at dpo@fra.europa.eu.

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

14. When will we start the processing operation?

We will start the processing operation when you are submitting your application for the opened position within our Agency.

15. Security of personal data

The Agency has in place several security controls to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on computer systems with limited access to a specified audience only.

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16. How long do we keep your data?

The Agency will keep your personal data if you are:

- a) A recruited candidate, for ten years as of the termination of employment or as of the last pension payment. In this case, upon arrival, we will check your criminal record and give it back to you.
- b) A non-recruited candidate, for two years after the vacancy closure date.
- c) A non-recruited candidate on the reserve list, for two years following the expiration date of the reserve list.

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