

## **SPECIFIC PRIVACY STATEMENT FOR EMPLOYMENT (TEMPORARY AND CONTRACT AGENT) VACANCIES**

This privacy statement refers to the processing of applications submitted by candidates for Temporary and Contract Agent vacancies published by the European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA). Individuals' personal data will be processed in compliance with the provisions of Regulation (EU) No 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<sup>1</sup>.

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data.

The Data Controller for this process is the Head of Human Resources Unit (HRU).

### **Legal Framework**

Recruitment rules are laid down in:

- Articles 27–34 of the Staff Regulations of Officials of the European Union;
- Decision No 2015-166 of 18.11.2015 of the Management Board of eu-LISA laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS;
- EC Decision of 2.3.2011 on the general provisions for implementing Article 79(2) of CEOS governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b of the said Conditions adopted by analogy by eu-LISA Management Board written procedure on 15.05.2014.

### **Why do we collect personal data?**

The sole purpose of processing personal data is to enable Recruitment and Selection procedures. Data is collected as part of the recruitment process and to enable the relative merits of all candidates to be evaluated in order to establish reserve lists and recruit one or more suitable persons for the published vacancies.

The data is collected to create and manage the candidate profile and recruitment procedure. Currently in order to apply an applicant is asked to fill in and submit a standard application form with information of contact details, education, and professional experience, knowledge of languages, competencies, references and motivation. As soon as e-Recruitment tool will be in place in order to apply an applicant will be asked to create his/her personal account with information of contact details, education, professional experience and knowledge of languages.

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<sup>1</sup> OJ L 295, 21.11.2018

### **What personal data do we collect?**

Name, address, telephone number, e-mail address, date of birth, user credentials (username and password), Curriculum Vitae ('CV'), a motivation letter, certificate on medical fit for recruitment, a formal declaration and supporting documents.

All **replies to the questions** in the application and candidate's profile of the e-Recruitment tool are obligatory, except for the replies to skills and competencies not related to work (for example: social, artistic). Applicants not answering the questions on the eligibility criteria during their application will be unable to continue the process and apply. The lack of reply to the other questions will not block the application, but will be taken into consideration by the members of the Selection Committee during the recruitment procedure.

### **Which technical means do we use to process the data?**

All the personal data is stored on internal eu-LISA servers.

Access to the data is restricted to the HRU on a "need to know basis", as well as to other staff that may provide support in the application process in particular during the recruitment phase.

### **Who has access to your information and to whom is it disclosed?**

The information provided is only accessible to a strictly limited number of staff members of the HRU and the Selection Committee members.

When necessary, other recipients of your personal data may be involved and on a case-by-case assessment as such the Executive Director, Security and/or Legal Officer of eu-LISA and external supervisory instances.

PMO (Office for Administration and Payment of Individual Entitlements) will receive some of the submitted information in order to establish the rights of the future employee.

### **What security measures are taken to safeguard against possible misuse of or unauthorised access to your personal data?**

Data are stored safely in the external hosting infrastructure and within eu-LISA premises. Measures are taken to ensure the confidentiality and integrity of all eu-LISA's electronic assets. Therefore, the privacy of applicants' personal data is protected.

eu-LISA is responsible for monitoring implementation of the rules governing the granting of access rights and for ensuring overall compliance with data protection regulations.

The HRU is responsible for granting the access to the relevant information based on the principles of need-to-know and least-privilege. These principles takes into consideration the function, job and responsibilities of the member of staff requesting access rights. Such rights are therefore continually updated in line with changes in the assignment of members of staff.

eu-LISA security team is performing active monitoring of the hosting infrastructure.

## How long do we keep your data?

The Retention data storage policy is as follows:

- for applications received, but not selected: the data of the applicant will be deleted 2 (two) years after the application deadline;
- for applicants placed on a reserve list, but not recruited: data is kept for the period of the reserve list validity + 1 year after which time, the data is deleted;
- for recruited applicants: data is kept for a period of 10 (ten) years after the most recent application deadline, as of the termination of employment or as of the last pension payment after which time they are destroyed;
- the financial data related to the selection procedure interviews reimbursement is kept for a period of 5 (five) years as required by the Financial Regulation.

## Right of access and rectification of your information

You have the right to request access to any personal data eu-LISA holds in your regard and to have the data corrected, updated or deleted if it is no longer accurate.

In the case of identification data, you can rectify your data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of candidatures' submission.

Furthermore, you have right to have access to your evaluation results from all stages of the recruitment procedure upon written request to be addressed to the e-mail address indicated below. This right to access is provided only for aggregated results and in no case is extended to the comparative data concerning other applicants (comparative results), neither to the individual opinions of the members of the respective Selection Committee.

You have also right to have access to the names of the members of the Selection Committee appointed for the concerned selection procedure upon written request to be addressed to the e-mail address indicated below.

Substantiated requests should be e-mailed to the Human Resources Unit at [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu).

## Whom to contact if you have queries or complaints?

The first level of contact is the Human Resources Unit at [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu).

For any complaints, concerning the processing of your personal data you should contact the eu-LISA Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu)).

You have the right to lodge a complaint, at any time, to the European Data Protection Supervisor concerning the processing of your personal data ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).