

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data

1. Introduction

[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 (repealing Regulation (EC) No 45/2001) applies to the processing of personal data carried out in the process of selection of staff at participating Justice and Home Affairs Agencies ('JHA agencies').

This privacy statement explains the reason for the processing of your personal data by participating JHA agencies and especially by the lead agency, which is the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice ('eu-LISA'). It explains the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data in the context of the joint selection procedure for the establishment of a reserve list across participating JHA agencies.

2. Joint Data Controllers

The Joint Data Controllers of the processing operation of the selection procedure for the establishment of a reserve list of Contract Staff across participating JHA agencies are:

eu-LISA:

eulisa-RECRUITMENT@eulisa.europa.eu
dpo@eulisa.europa.eu

Europol:

Head of Unit - Human Resources.
C2-12@europol.europa.eu
dpo@europol.europa.eu

Frontex:

hou.hr@frontex.europa.eu
dataprotectionoffice@frontex.europa.eu

EUAA:

HRU.Secretariat@euaa.europa.eu
dpo@euaa.europa.eu

EUDA:

recruitment@euda.europa.eu

dpo@euda.europa.eu

CEPOL:

dpo@cepol.europa.eu

3. Why and how do we process your personal data?

We process your personal data in order to assess the suitability of you as a candidate for a Contract Staff post at a participating JHA agency and to administer the documentation related to the selection. The personal data collected in order to comply with this purpose are the ones required in the application form plus any other personal data provided by the data subject in electronic format.

The processing in the context of this joint selection procedure for Contract Staff concerns only the selection phase until the establishment of reserve lists. The established reserve list is kept and managed by the lead agency - eu-LISA - and shared as appropriate with the participating JHA agencies.

Following the establishment of the reserve list, the subsequent recruitment process is managed by each participating JHA agency and subject to own and specific data protection record and notices. If eu-LISA decides to recruit you after your successful inclusion in the reserve list, please consult the relevant data protection notice [here](#).

Your personal data will not be used for an automated decision-making including profiling.

Your personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

4. On what legal ground(s) do we process your personal data

The legal bases for the processing of personal data for Contract Staff are:

- Staff Regulations of Officials of the European Union, and Articles 82, 83 and 86 of the Conditions of Employment of Other Servants of the European Union;
- Joint Controllership Agreement between participating agencies;
- Decision of the Management Board of eu-LISA No 2019-271 of 19 November 2019 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof;

Participating JHA agencies may have additional legal bases stemming from their respective mandates.

5. Which personal data do we collect and further process?

In order to carry out this processing operation the following categories of personal data are processed:

- e-Communication and connection data (user account credentials, IP address, logs)
- Contact details and identification data as mentioned in the application form (e.g. full name, gender, address, e-mail address, telephone number, country of residence, date of birth, nationality);
- ID card only for shortlisted candidates for the remote invigilation testing (written test) for identification purposes;

PUBLIC

- Information entered in the Application Form: eligibility and selection criteria pre-screening questions, motivation letter, expertise, technical skills and languages, educational background, professional experience, including details on current and past employment;
- Any personal data derived from the selection procedure process for the evaluation of your application, interview and written test, including notes, schedules, scoring grids, final outcome and selection report which is bound by the confidentiality of the Selection Committee; and
- For successful applicants included in the reserve list, the information entered in the Application Forms and contact details.

6. How long do we keep your personal data?

We will only keep your personal data for the time necessary to fulfil the purpose of collection - the establishment of reserve list - or further processing, namely for:

- **For applications received but not selected:** Applications of non-shortlisted candidates and communication on the status of their application are kept for 2 years from the date the applicant is informed about the outcome of the shortlisting exercise.
- **For applicants placed on a reserve list but not recruited:** personal data are kept for the period of validity of the reserve list plus one (1) year after which time it is destroyed.
- For **recruited applicants by eu-LISA:** data are kept for a **period of 10 years** as of the termination of employment or as of the last pension payment after which time they are destroyed. For recruited candidates appointed at other JHA agencies, please refer to their respective data privacy notices.

Personal data received as a result of unsolicited applications are destroyed immediately.

7. Who has access to your personal data and to whom is it disclosed?

Recipients of your personal data related to the joint selection procedure for Contract Staff are:

- Authorised staff of participating JHA agencies dealing with HR matters,
- The members of the Selection Committee,
- The Authority Authorised to Conclude Contracts (AACC) and the Office of the AACC.
- Adequacys (Chemin des Chalets 9 1279 Chavannes de Bogis, Switzerland) which acts as a data processor of eu-LISA for the provision of the e-Recruitment platform, in which applicants must submit their application. When transferring personal data to Switzerland, the transfer is based on the adequacy decision of the European Commission for Switzerland, in accordance with article 47 of the Regulation (EU) 2018/1725.
- TestReach Limited (Block 9-10 Nexus UCD, Belfield Office Park, Beech Hill Road, Dublin 4, Ireland, D04 V2N9) which acts as a data processor of eu-LISA for the provision of online tests and assessments with remote invigilation. For more information on the processing of your personal data during the online assessment please refer to the relevant privacy notice at eu-LISA's website [here](#).
- Access to the personal data of successful candidates on the reserve list will be provided to the participating JHA agencies in connection with a possibility of employment at a JHA agency.

Access to your personal data is provided according to the “need to know” principle.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify, object and erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights related to the processing of your personal data in the context of this joint selection procedure by contacting one of the Joint Data Controllers - JHA agencies, their respective Data Protection Officers. All contact details are provided in section 1 above.

9. The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Joint Data Controllers.