



## **PROTECTION OF YOUR PERSONAL DATA**

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

### **1. Introduction**

The European Union Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [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).

This privacy statement explains the reason for the processing of your personal data, 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

The information in relation to processing operation "**Recruitment - Online Interview**" undertaken by Head of Human Resources Unit (HRU) is presented below.

### **2. Why and how do we process your personal data?**

The sole purpose of processing personal data is to manage online interviews, according to Recruitment and Selection procedures in eu-LISA. For that purpose, Recruitment Team is making use of a system (Cammio) in order to support the selection and recruitment for different categories of statutory staff (temporary and contract staff) or non-statutory staff (seconded national experts/interns).

Cammio is a remote interviewing tool, where the candidates are invited by email after applying on the e-Recruitment platform software. The candidate will be asked some questions, by text or pre-recorded video, then the recruiter(s) will review the recordings (following the selection criteria on the specific vacancy notice) and get back to the candidates as soon as possible. Candidates can record automated interview at their convenience; from interview invitation date until established recruitment procedure deadline.

Personal data of candidates will not be used for any automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

**(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in eu-LISA;**

- Article 5(1)(a) of Regulation (EU) 2018/1725.
- Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), in particular Art. 27-34 (SR) and Arts. 12-15 and 82-84 (CEOS).

## PUBLIC

- EC Decision (2017) 6760 on the general provisions for implementing Article 79(2) of CEOS governing the conditions of employment of contract agents employed by the Commission under the terms of Articles 3a and 3b.

### **(b) Necessary for the management and functioning of eu-LISA.;**

- Decision of Management Board of eu-LISA No 2015-166 laying down general implementing provisions on the procedure governing the engagement and use of temporary agents under Article 2(f) and 56 of the CEOS.
- Decision of Management Board of eu-LISA No 2019-271 for implementing Article 79(2) of CEOS governing the conditions of employment of contract agents employed by the Commission under terms of Article 3a.
- Decision of Management Board of eu-LISA No 2012-025 laying down rules on the secondment of National Experts (SNE) to the Agency.
- ED Decision 171 of 29 October 2018 on the eu-LISA Internship Policy.

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation Human Resources Unit (HRU) collects the following categories of personal data:

- Candidate's full name;
- Candidate's email;
- Video Recording.

The provision of personal data is mandatory to meet the statutory requirement of interviewing candidates. If a candidate does not provide their personal data, possible consequences are that the candidate might be excluded from further participation in the specific selection procedure.

We obtain candidates' personal data from the details they have declared and the answers they have provided themselves.

### **5. How long do we keep your personal data?**

Human Resources Unit (HRU) only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

Our data storage policy is as follows:

- for applications received but not selected: data are filed and stored in archive for 2 years. After this time, they are destroyed;
- for applicants placed on a reserve list but not recruited: data are kept for the period of validity of the reserve list + 1 year. After this time, they are destroyed;
- for recruited applicants: data are kept for a period of 10 years from the termination of employment or as of the last pension payment. After this time, they are destroyed.

We store only the following data: full name, email, final scoring, results of the individual interviews and/or interviews questions. The data retention periods begin at the date of receipt of the application.

The following personal data of the candidates - full name, email, video recording - will be kept in Cammio data server until the establishment of the reserve list plus 3 (three) months.

## **6. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according and the service provider Cammio, according to the “need to know” principle. Such staff and provider abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **7. 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 or 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 have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

## **8. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu).

### **- The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- 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](mailto: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 Data Controller.