## **PROTECTION OF YOUR PERSONAL DATA**

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

Processing operation: Treatment of data provided by candidates in a recruitment procedure for Eurostat

Data Controller: Eurostat HRBC

Record reference: DPR-EC-14128

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### 1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission 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. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "Treatment of data provided by candidates in a recruitment procedure for Eurostat" is presented below.

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

<u>Purpose of the processing operation</u>: Eurostat HRBC collects and uses your personal information to recruit candidates for available vacancies that will be stored on a secured drive of Eurostat HRBC with restricted access.

More specifically, Eurostat:

- Collects and checks the data relating to the identity and nationality of the person, with a view to his/her recruitment as a temporary agent
- Checks that the candidate complies with the conditions for recruitment laid down in the applicable legislation, as well as in the relevant notice of selection, call for expression of interest or notice of competition
- Assesses the professional experience and training of the candidate

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

We process your personal data, because:

(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

The candidates send their CVs and motivation letter knowing that the purpose of the processing is to organise and manage the selection process for non-management posts which, are part of the establishment plan of the European Commission to ensure that the most suitable candidate is selected, appointed and where applicable, recruited for the published position. The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the post, depending on his/her status (official, laureate etc.). It is also used to assess the suitability of the candidate for the post.

Even though Eurostat does not intend to process special categories of personal data, the racial or ethnic origin of the applicant including his/her photograph can be inferred from his/her CV.

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

In order to carry out this processing operation, Eurostat HRBC collects the following categories of personal data:

Full name, address, gender, nationality, date and place of birth;

Diplomas and certificates;

Data relating to the professional experience (name of the employer, duration, level of responsibility;

Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence);

Information for the evaluation of selection criteria or eligibility criteria: expertise, technical and other skills and languages, educational background, professional experience including details on current and past employments (including the selection grid);

Data relating to linguistic and other skills;

All of this information can be stored in a CV that ultimately be shared on the secured drive of Eurostat HRBC.

The provision of personal data is mandatory to apply for a vacancy post. If you do not provide your personal data, possible consequences are that you will not be considered as a candidate for a specific post within Eurostat.

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

The personal data of candidates will be kept in electronic format on a secured drive of Eurostat HRBC with restricted access. Eurostat HRBC only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 12 months after receipt of the candidate's application. All CVs will be deleted manually after the expiration of the retention period.

# 6. How do we protect and safeguard your personal data?

All processing operations are carried out pursuant to the <u>Commission Decision (EU, Euratom)</u> <u>2017/46</u> of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Members of the recruitment panels and the Head Of Unit ,the Deputy Head of Unit of each Unit within Eurostat, have access to this data.

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.

# 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, your personal data and to rectify them in case your

personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have consented to provide your personal data to Eurostat HRBC for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

#### 9. 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, <a href="mailto:ESTAT-HR-BUSINESS-CORRESPONDENT@ec.europa.eu">ESTAT-HR-BUSINESS-CORRESPONDENT@ec.europa.eu</a>

# - The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (<u>DATA-PROTECTION-OFFICER@ec.europa.eu</u>) 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) 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.

### 10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <a href="http://ec.europa.eu/dpo-register">http://ec.europa.eu/dpo-register</a>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-14128