

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
		Selection of Seconded National Experts (SNE)
1.	Last update of this record	14/02/2022
2.	Reference number	3
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: HRBA Unit, sne@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	n/a

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7.	Very short description and purpose of the processing	<p>Select SNE for the EDPS Secretariat and the EDPB Secretariat.</p> <p>The legal basis of the procedure is the <u>Staff Regulations</u> (and particularly Art. 29 and 30) and the European Data Protection Supervisor Decision laying down the rules of the Secondment of National Experts to the EDPS 05th of July 2019 adopting general implementing provisions relating to the engagement and the use of SNEs.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the data contained in the application of every person who sent his/her application to the “SNE” mailbox:</p> <p>For the selection:</p> <ul style="list-style-type: none"> - Data identifying the applicant and contact details (name, first name, nationality, date and place of birth, postal and e-mail address, telephone number) and, if necessary, a statement declaring any disability. - Documents requested in the vacancy notice to verify whether the application is admissible or not: a curriculum vitae, a covering letter. On their own initiative, applicants may send documents such as letters of recommendation, certificates showing language competences, etc.
9.	Time limit for keeping the data	<p>The time-limits for storing the data are as follows:</p> <ul style="list-style-type: none"> - 2 years for applicants not recruited - 10 years from the end of the period worked by a recruited applicant. - 6 months for spontaneous applications
10.	Recipients of the data	<p>For the selection:</p> <ul style="list-style-type: none"> - The HR members in charge of the selection procedure and the members of the selection panel (the members of the selection panel for selection of staff up to Head of Unit are: the relevant Head of Unit or Head of Sector, the staff members appointed as members of the panel, a staff member representing the Staff Committee or an observer). <p>For the selection of a Head of Unit and a Head of Sector, the Director is a member of the panel. For the selection of a Director, the Supervisor and the Assistant Supervisor can be consulted)</p>



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11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<p>For selection:</p> <ul style="list-style-type: none"> - Electronic file: applications from candidate are kept in the functional mailbox, which has restricted access to the HR colleagues in charge of selection and the Head of the HRBA unit. - Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<i>Data protection notice provided to data subjects.</i>

