

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 and management of interim staff
1.	Last update of this record	16/02/2022
2.	Reference number	05
	<i>Part 1 - Article 31 Record</i>	
3.	Name and contact details of controller	<p>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</p> <p>Responsible department or role: Human Resources, Budget, Administration (HRBA) Unit, in particular the HR person in charge of the selection of interim staff. Contact us: edps-selections@edps.europa.eu</p>
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)	<u>Interim agencies:</u>



Nr.	Item	Description
		<p><u>Randstad Belgium SA/NV</u> Avenue Charles Quint 586 bte 8, 1082 Bruxelles</p> <p><u>Daoust SA/NV</u> Galerie de la Porte Louise 215 Louizapoortgalerij - 1050 Bruxelles/Brussel</p>
7.	Short description and purpose of the processing	<p>The purpose of the processing of personal data in this context is to meet the needs of selection of staff based on interim contracts at the EDPS. The data is sent to the EDPS in the context of the offer of possible CVs by interim agencies matching job profiles sought by the EDPS. This enables the EDPS to select suitable interim candidates and communicate the decision to the interim agency in charge of the recruitment, which will establish a contract with the successful candidate.</p> <p>In detail, data will be processed for the following purposes:</p> <ul style="list-style-type: none"> - Monitoring of the 7-year rule (EDPS Decision 13.12.2018) - Preparation of employment contracts; - Payment of invoices for services; - Budgetary follow-up; - Keeping of information needed to respond to : <ul style="list-style-type: none"> (a) to authorized persons who request information on their services; (b) to candidates regarding their data processed during the selection process. <p>For general info on selection and recruitment at the EDPS: https://edps.europa.eu/careers_en</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Categories of persons: Interim agents - external individuals who are contracted by the interim agency</p> <p>Categories of data:</p>



Nr.	Item	Description
		Last name, first name, CV of the interim staff - candidate.
9.	Time limit for keeping the data	<p>The data necessary for the execution of a contract/service to which you are party will be encoded in the SYSPER database and will be accessible to the managers of the EDPS or to the HRBA unit who needs this data to process your file at any time before or during the execution of your services.</p> <p>The data relating to the service are kept for a maximum of five (5) years in order to ensure that any person can reconstruct the history of his/her career for all types of contracts managed by Sysper. The CVs of unsuccessful candidates, if ever made available to the EDPS by the interim agency, are kept for two (2) years in the archives of DG HR for the purposes of good management</p>
10.	Recipients of the data	<ul style="list-style-type: none"> - Heads of departments requesting the interim staff - The person in charge of administration at the EDPS for access requests - The EDPS Financial team for payment of invoices - The agency will receive from the EDPS the information on whether a candidate is recruited or not
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>The data necessary for the execution of a contract/service to which you are party will be encoded in the SYSPER database and will be accessible to the managers of the EDPS or to the HRBA unit who needs this data to process your file at any time before or during the execution of your services.</p> <p>Access to your data is granted on a "need-to-know" basis to authorized personnel, who comply with their statutory obligations and, where necessary, additional confidentiality agreements.</p>



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		The entity processing your data is your line manager, the HRBA person in charge of the file, the unit in charge of recruitment.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	https://edps.europa.eu/data-protection/our-work/publications/data-protection-notice/selection-staff-0_en

