

## 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
		<b>Recruitment of Staff and Trainees</b>
1.	Last update of this record	<b>19/06/2023</b>
2.	Reference number	<b>02</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a> <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels <b>Telephone:</b> +32 2 283 19 00 <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Responsible department or role: HRBA Unit For officials and contract agents: <a href="mailto:edps-individualrights@edps.europa.eu">edps-individualrights@edps.europa.eu</a> For trainees: <a href="mailto:edps-stage@edps.europa.eu">edps-stage@edps.europa.eu</a></p> <p>Contact form for enquiries on processing of personal data to be preferably used: <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a></p> <p>In the recruitment process, the European Commission (EC) PMO office (<a href="mailto:PMO-BRU-ENTRY-INTO-SERVICE@ec.europa.eu">PMO-BRU-ENTRY-INTO-SERVICE@ec.europa.eu</a>), tasked to define the individual rights of the staff members, is a separate controller for this processing activity.</p>
4.	Name and contact details of DPO	<a href="mailto:dpo@edps.europa.eu">dpo@edps.europa.eu</a>

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5.	Name and contact details of joint controller (where applicable)	EC DG EAC, who manages the recruitment of the EDPS trainees ( <a href="mailto:Eac-Stages@ec.europa.eu">Eac-Stages@ec.europa.eu</a> ), is a joint controller for this processing activity.
6.	Name and contact details of processor (where applicable)	<p>In accordance with the SLA signed with the EC, the EC is processor for the services offered to the EDPS. The EC carries out tasks and manages information systems supporting the recruitment process. Specifically the following offices, services and Directorates general of the EC are involved:</p> <ul style="list-style-type: none"> <li>- Medical Service (<a href="mailto:HR-MEDICAL-RECRUITMENT@ec.europa.eu">HR-MEDICAL-RECRUITMENT@ec.europa.eu</a>), tasked to assess the health fitness of the candidate).</li> <li>- DG HR establishes and implements the EC human resources policy, which is supported by the Sysper IT tool used by the EDPS to enter and manage all personal information needed for recruitment.</li> <li>- DG DIGIT (<a href="mailto:DIGIT-SYSPER2@ec.europa.eu">DIGIT-SYSPER2@ec.europa.eu</a>) manages the Sysper IT tool.</li> </ul> <p>For enquiries, European Commission DPO: <a href="https://ec.europa.eu/info/departments/data-protection-officer_en#contact">https://ec.europa.eu/info/departments/data-protection-officer_en#contact</a></p>
7.	Very short description and purpose of the processing	<p>After the selection phase is completed, the recruitment phase of the selected candidate (Official/Contract agent/Temporary agent/trainee) for the EDPS Secretariat and the EDPB Secretariat starts. A series of forms (see Nr 8 “Recruitment documents”) is sent to the selected candidate, who has to provide them filled in before their starting date. Upon recruitment, to comply with Article 17 of the <a href="#">Staff Regulations (SR)</a>, a confidentiality undertaking form is signed by the newly recruited staff member.</p> <p>For general info on selection and recruitment at the EDPS: <a href="https://edps.europa.eu/careers_en">https://edps.europa.eu/careers_en</a>.</p> <p>The legal basis of the procedure is the SR (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU and the Decision of the EDPS of 4 November 2020 adopting general provisions for implementing Article 79(2) of the CEOS governing the conditions of employment of contract staff employed by the EDPS, and the EDPS Decision concerning the provisions relating to the traineeships programme of 20/12/2019.</p> <p>Finally, the EDPS LISO is informed upfront of taking up duties by HRBA about the contact details of the person (email address, name/surname) and the day of taking up duties. The LISO</p>



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		sends an email with the EDPS Acceptable Use Policy, and the newcomer has to reply to the LISO that he/she has read, understood and agrees with it.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the data contained in the recruitment documents of every selected candidate who is recruited.</p> <p>For the <b>recruitment of officials, contract agents and temporary agents</b>: data required for the establishment of individual rights and allowances:</p> <ul style="list-style-type: none"> <li>- Data concerning the identity of the person concerned, his/her relevant diploma's, his/her career, etc., his/her parents, children, spouse/s, and the person's contact details. The documents concerning third parties are requested to determine the allowances to be granted</li> <li>- data required to check the conditions set in Article 28(c) "<i>he produces the appropriate character references as to his suitability for the performance of his duties</i>" (criminal record) and (e) - '<i>he is physically fit to perform his duties</i>' . of the SR</li> <li>- the health fitness certificate following the medical examination undergone by the candidate at the Medical Service of the EC</li> <li>- data required to check the compliance with Article 13 of the SR (conflict of interest)</li> </ul> <p>For the <b>recruitment of trainees</b>:</p> <p>The data concerning the identity of the person concerned, as well as the diplomas, on going studies, work experience, and language knowledge. Candidates are selected via the Virtual Blue Book of the EC as per the SLA signed by DG EAC and the EDPS. The eligibility check is done by DG EAC, while the selection is done by the EDPS.</p> <p>The <b>confidentiality undertaking</b> is a standard form containing the name and signature of the newly recruited staff member/trainee.</p>
9.	Time limit for keeping the data	<p>The time-limits for storing the data are as follows:</p> <p>For officials and contract agents:</p> <ul style="list-style-type: none"> <li>- 10 years from the end of the period worked by a recruited applicant.</li> </ul>



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		<p>- criminal records are kept for 2 years in the personal file of the recruited person</p> <p>For trainee, the time limits for storing the data are the following:</p> <ul style="list-style-type: none"> <li>- 2 years after the termination of the employment for recruited candidate, except data related to travel allowances, which are kept for discharging the budget (7 years)</li> <li>- Data necessary to issue a copy of the traineeship certificate (name, surname, birth date, e-mail address, dates of the traineeship) is kept for 30 years</li> </ul>
10.	Recipients of the data	<p>For the recruitment of officials and contract agents:</p> <ul style="list-style-type: none"> <li>- PMO</li> </ul> <p>For the recruitment of trainees:</p> <ul style="list-style-type: none"> <li>- DG EAC of the EC, so that EAC may register the selected candidate in the Virtual Blue Book (VBB), offer a traineeship contract and register the selected candidate in the medical insurance scheme used by the EC for traineeships.</li> </ul>
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 recruitment of staff and trainees:</p> <ul style="list-style-type: none"> <li>- The data are stored and managed in the Sysper IT tool of the EC, hosted in the EC data centre. Relevant security measures provide for a strict access control to personal data based on the role of the staff concerned (i.e. staff, staff hierarchy based on relevant tasks, HR staff).</li> </ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>Data protection notices are published on the website page for general info on recruitment at the EDPS: <a href="https://edps.europa.eu/about-edps/recruitment_en">https://edps.europa.eu/about-edps/recruitment_en</a>.</p>

