Cedefop record of processing activity

Record of Cedefop 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 1247/2002/EC.

Nr.	Item	Description
	Recruitment of staff	
1.	Last update of this record	16/03/2020
2.	Reference number	2009-122 – Staff Recruitment (Officials, Temporary agents, contract agents, National Seconded Experts)
3.	Name and contact details of controller	Cedefop – European Centre for the Development of Vocational Training **Postal address:** Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE **Telephone:** (+30) 2310-490111 **Email:** info@cedefop.europa.eu Responsible department or role: DRS / Human Resources Functional email address for enquiries on processing of personal data: hr_data_protection@cedefop.europa.eu
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	• The members of the selection board appointed by the AIPN • The staff in the HR service responsible for the selection procedures • IT administrators with access to the data base

		• If necessary, the legal function of Cedefop, and external law firm contracted to provide advice assistance with issues concerning a specific procedure • If applicable, external company contracted to support a given selection procedure, Commission and Management Board representatives (in Cedefop this would only apply to the selection of the Executive Director and Deputy Director)
7.	Very short description and purpose of the processing	The data processing supports the evaluation of the applicant's ability to perform the job functions for which the selection procedures are organised. The legal basis of the procedure is the Staff Regulations and particularly Art. 27-34 and the Conditions of Employment of Other Servants of the EU (CESE) for permanent staff, Art. 12-15 and 82-84 of the Conditions of Employment of other servants of the European Communities (CEOS) in case of temporary and contract agents and the Decision of Cedefop adopting general implementing provisions relating to the engagement and the use of temporary agents. The selection procedures for contract agents are governed by the General implementing provisions on the procedures governing the engagement and the use of contract staff at Cedefop adopted in 2008. The lawfulness of the processing is defined by Article 5 (a) of Regulation 2018/1725
8.	Description of categories of persons whose data Cedefop processes and list of data categories	Categories of personal data processed for the recruitment of officials and contract agents: **Data derived from the <u>application form</u>**: • surname, first name, nationality , date of birth, gender • address, e-mail address , phone numbers • information about disability that may require special arrangements to facilitate the tests/interview • studies, knowledge of languages, work experience (duration, full-time or part-time, name of employer, job title), traineeships, military service. In the application form, candidates are also requested to make a declaration of honour that they:

		• Are nationals of one of the EU Member States • Enjoy full rights as citizens • Have fulfilled any obligations imposed by laws concerning military service • Meet the character requirement for the duties involved and have not been deprived of their civic rights **Data derived from the curriculum vitae:** • surname, first name, nationality , date of birth, gender • address, e-mail address , phone numbers • education, work experience, training • data on: i. social skills and competences ii. organisational skills and competences iii. technical skills and competences iv. computer skills and competences v. artistic skills and competences vi. other skills and competences vii. driving licence Photograph of applicant (if they have included in CV) **Special categories of data:** • **Data related to health** : i. information about applicant's disability necessary for the organisation of the selection, so that accommodation for the tests or additional grants can be provided ii. pre-recruitment medical examination • **Data regarding criminal records** • **Data revealing racial or ethnic origin** (via communication of a photograph, but only if enclosed in the CV by the data subject) • **Data revealing political opinions, religious or philosophical beliefs or trade union membership** (only if enclosed in the CV by the data

		subject)
9.	Time limit for keeping the data	The time-limits for storing data of are as follows below. Data of the recruited applicants will be stored in the personal file and related retention schedule for personal files will apply. Data of the applicants who were included on a reserve list/ list of suitable candidates will be kept until 3 years after the expiry of the reserve list. Data of the applicants who were shortlisted but not subsequently included on a reserve list/ list of suitable candidates is kept for 3 years while data of the applicants who were not shortlisted is kept for 2 years. Other sensitive data, such as data on disability, will be deleted once they are no longer necessary for recruitment or reimbursement purposes or following the date when any follow-up procedure has been completed. However, in the case of successful applicants, such data may need to be included in the personal file in case special arrangements are required throughout the whole period of employment.
10.	Recipients of the data	**Internal recipients** : • the members of the selection board appointed by the AIPN • the staff in the HR service responsible for the selection procedures • IT administrators with access to the data base • The legal function of Cedefop (if necessary) **External recipients:** • Company contracted to support a given selection procedure, Commission and MB representatives (in Cedefop this would only apply to the selection of the Executive Director and Deputy Director) • External lawyers contracted to provide advice/assistance in connection with issues that may be related to a selection procedure
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which	NO

	safeguards?	
12.	General description of security measures where possible.	• Hard copy files related to selection procedures are stored in locked cupboards in the HR offices and Archive room • Confidentiality awareness • Processing of sensitive information on a need-to-know basis **IT security measures (RECON)**: • SSL protocol • Use of password and Captcha • Encryption of crucial data on a database level • Deletion of user accounts upon submission • Anonymization of data after a certain period to be used only for statistical purpose. • Use of coding standards to prevent security holes: security patches for the database, web browser, web application, web server are kept up-to-date to guarantee the integrity of the application and all the information that it will contain. • Access to the application operations is managed through the definition of roles and the respective assignment to users. • The public and the back office parts of the application are physically split in order to prevent access to sensitive data from the public site.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	*Online Privacy Statement*