



## **Privacy statement in relation to the processing of data in selection procedures**

The personal information Cedefop requests from you will be processed in line with 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.

### **Identity of controller:**

Head of Human Resources

### **Purpose of processing:**

The data are collected and processed in view of possible employment at CEDEFOP.

### **Legal basis for collecting data:**

- Articles 27-43 of the Staff Regulations in the case of permanent staff and Articles 12-15 and 82-84 of the Conditions of Employment of Other servants of the European Communities in the case of temporary and contract agents;
- General Implementing Provisions on the Procedure Governing the Engagement and Use of Temporary Agents at CEDEFOP; General Implementing Provisions on the Procedure Governing the Engagement and Use of Contract Staff at CEDEFOP;
- Decision laying down the Rules on the Secondment to Cedefop of National Experts

### **Lawfulness of processing:**

The lawfulness of the processing is defined by Article 4(a) of Regulation (EU) 2018/1725 in that the collection of personal data of applicants is necessary to allow applications to be processed.

### **Who has access to your information and to whom is it disclosed?**

- The members of the selection board, the staff in the Human Resources Service responsible for the selection procedure, IT administrators with access to the database, and (where applicable) staff of CEDEFOP's legal function as well as external companies contracted to support with legal issues or with a given selection procedure.

- The Court of Auditors, the Internal Audit Service of the Commission, the European Ombudsman, the Civil Service Tribunal and the European Court of Justice may also have access, as may lawyers contracted in connection with a selection-related lawsuit.
- In the case of top-level appointments, the Commission and representatives of the Governing Board of Cedefop may have access.

Data are requested on a voluntary basis. Failure to reply automatically excludes the subject from the selection process.

### **Correction and updating of data:**

For practical reasons, once you have submitted your on-line application, there is no possibility for you to directly update and correct data. You are therefore requested to double check carefully all data prior to confirming submission.

Requests for corrections/updates of a purely administrative nature may be addressed in writing to: [hr-recruitment@cedefop.europa.eu](mailto:hr-recruitment@cedefop.europa.eu).

### **Right of Access:**

Candidates are informed about the outcome of the pre-selection phase and about their aggregate results in the written tests and interview.

They are not, however, granted access to either the comparative data concerning other applicants nor to the individual opinions of the members of the selection board as this access would undermine the rights of others.

### **Rights of the data subjects**

Data subjects have the right to access and update/correct their data, as well as to request its erasure.

In case of any queries or doubts please contact the Data Protection Officer of Cedefop ([data-protection-officer@cedefop.europa.eu](mailto:data-protection-officer@cedefop.europa.eu)) or the controller (see contact details below).

You are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>.

### **How long do we keep your data?**

The retention period for the selection file is 3 years after the expiration of the list of suitable candidates.

Data related to non pre-selected applicants will be kept for 2 years after the selection process has finished.

Data related to applicants who have been pre-selected but not added to the reserve list or list of suitable candidates are kept for 3 years after the end of the selection process.

If court proceedings are ongoing, the above retention periods may be extended on a case by case basis.

**Contact Information:**

If you have any further questions concerning your data, please contact the controller.

Head of Human Resources

e-mail: [hr\\_data\\_protection@cedefop.europa.eu](mailto:hr_data_protection@cedefop.europa.eu)

**UPDATED: 21 May 2019**