



EIOPA\_15\_672

**Record of personal data processing  
with regard to the open selection procedure of EIOPA's Executive Director  
(Art.31(5) Regulation (EU)1725/20181)**

**EIOPA's Data Controller**

The controller responsible for the processing is EIOPA's Board of Supervisors.

Address and email address of the controller:

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

**EIOPA's Data Protection Officer**

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

[dpo@eiopa.europa.eu](mailto:dpo@eiopa.europa.eu)

**External Processor(s) / Joint Controller(s)**

N/A

**Purpose of the processing**

Personal data are collected and processed in order to appoint EIOPA's Executive Director, in accordance with article 51 of the EIOPA Regulation.

**Categories of data subjects & Personal data collected**

The personal data processed are the ones provided in the data subject's application (CV, motivation letter, supportive documents) and the reports established by the Selection Committee. Additional information on health and possible convictions and a declaration of interests might be required from the selected candidates.

---

<sup>1</sup> 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

## Recipients of personal data

The data collected are disclosed to:

- EIOPA's HR team (all data, except declaration on interests);
- the Selection Committee (all data);
- An external assessment center (CV and motivation letter of [up to six] eligible candidates);
- EIOPA's Advisory Committee on Conflict of interests (declaration of interests of short-listed candidates);
- The Board of Supervisors (Report of the Selection Committee, shortlist, CV and motivation letter of all candidates and declaration of interests of short-listed candidates);
- The European Parliament (CV and motivation letter of candidate nominated by BoS);
- Where appropriate, the Internal Audit Service, the European Ombudsman, the European Court of Justice and the European Data Protection Supervisor;
- If relevant, EIOPA's legal team and external advisors (all data);
- The declaration of interests of the elected Executive Director is published on EIOPA's website.

## Transfer of personal data to a third country or international organisation. If so, to which ones and with which safeguards?

No personal data are sent to a third country or an international organisation in the context of this processing activity.

## Retention period

For the appointed Executive Director: Data (letter of motivation, CV and declarations) are stored in his/her personal file for a period of five years after the termination of employment. Certificates of criminal records are returned to the recruited person. In case of a legal challenge, the above date shall be extended until two years after completion of all relevant proceedings.

For candidates who have been added on the shortlist: Data (letter of motivation, CV and declarations) are stored in the recruitment file for a period of five years after the appointment of the ED. In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.

For unsuccessful candidates who have not been retained for the prescreening interviews or as shortlisted candidates: Data can be kept until all appeal channels have been exhausted, incl. the time limits for appeal before the Civil Service Tribunal.

Reports of the Selection Committee are stored in a dedicated recruitment file on EIOPA's main drive, with limited access rights, for a period of five years after the appointment of the ED. In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.

The declarations of interests are saved by EIOPA's Ethics Officer for the respective retention periods.

## Technical & organisational security measures taken

Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data processed. For instance,

- Relevant documents are stored electronically and access to them is restricted to authorized persons.

## **Information on how to exercise data subject's rights**

Data subjects may exercise the data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

To exercise these rights, please contact: [fatima.diago\\_villescas@eiopa.europa.eu](mailto:fatima.diago_villescas@eiopa.europa.eu) or [DPO@eiopa.europa.eu](mailto:DPO@eiopa.europa.eu).

For more information on the processing of personal data and on how to exercise the above rights, please refer to EIOPA's Legal Notice:  
[https://www.eiopa.europa.eu/legal-notice\\_en#PersonalDataProtection](https://www.eiopa.europa.eu/legal-notice_en#PersonalDataProtection)