



EIOPA-15-788-REV 3

Record of personal data processing in the context of Recruitment Procedures (Art.31(5) Regulation (EU)1725/2018¹)

EIOPA's Data Controller

The controller responsible for the processing is EIOPA's Executive Director.

Address and email address of the controller:

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

fausto.parente@eiopa.europa.eu

EIOPA's Data Protection Officer

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

dpo@eiopa.europa.eu

External Processor(s) / Joint Controller(s)

- TestReach: external contractor providing test remote invigilation services
- SYSTAL: external contractor providing e-recruitment platform

Purpose of the processing

Personal data are collected and processed in order to recruit EIOPA staff members (TAs, CAs) as well as SNEs.

¹ 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

Categories of data subjects & Personal data collected

The personal data processed are the ones contained in the candidates' applications (CV, motivation letter, supporting documents) and the reports established by the Selection Committee. Additional information on health, possible convictions and conflict of interest might be required from the successful candidates.

Recipients of personal data

Personal data might, depending on the relevance, be disclosed to:

- a. Staff of the HR Unit;
- b. Selection Committee;
- c. External contractor (recruitment agency for recruitment of Heads of Units or above)
- d. Management of the Human Resources (Head of Corporate Support unit);
- e. the A.I.P.N./Authority Empowered to Conclude Contracts of Employment (i.e. the Executive Director of EIOPA);
- f. Relevant staff in the Finance Area of the Corporate Support Unit (financial verification, accountancy): Access to data that is necessary for the payment of a contribution towards travel expenses;
- g. Staff of the travel agency under contract with EIOPA, who deals with the arrangement of travels for interviews of candidates (only name and surname of the candidate, place of origin and destination, passport number, travelling days);
- h. Legal team in case of complaints under Article 90 of the EU Staff Regulations, and/or external lawyers;
- i. The Internal Audit Service, the European Ombudsman, the Civil Service Tribunal and the European Data Protection Supervisor;
- j. TestReach & Systal providers.

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 a successful candidate: Data are stored in your personal file for a period of ten (10) years after the termination of employment. Your criminal record will be kept only for a period of two years after the signature of your contract. In case of a legal challenge, the above date shall be extended until two (2) years after completion of all relevant proceedings.

For candidates who have been added on the reserve-list: Data are stored in the recruitment file for a period of five years after the closing of the recruitment campaign. In case of a legal challenge, the above dates shall be extended until two (2) years after completion of all relevant proceedings.

For unsuccessful candidates who have not been retained for the pre-screening interviews or the reserve list: 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 folder on EIOPA's main drive with limited access rights for a period of five years after the closing of the recruitment campaign. In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.

For TestReach & SYSTAL please consult the relevant Data Processing Record.

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 collected in the context of recruitment procedures. More precisely:

- Paper copies of collected documents are kept in a locked cupboard of the HR Unit, where access can only have persons authorised on a need-to-know basis;
- Electronic files are stored in EIOPA's document management system with restricted access rights.

For TestReach & SYSTAL please consult the relevant Data Processing Record.

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: recruitment@eiopa.europa.eu or DPO@eiopa.europa.eu.

For more information on the processing of your personal data and on how to exercise such rights, please refer to EIOPA's Legal Notice:

https://www.eiopa.europa.eu/legal-notice_en#PersonalDataProtection.