



RECRUITMENT OF OFFICIALS FOR THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE (EESC) Data Protection Notice

1. Introduction

The European Economic and Social Committee (EESC) is committed to respecting and protecting your personal data in accordance with [Regulation \(EU\) 2018/1725](#) (EUDPR).

The processing of personal data is necessary in order to select and recruit the most suitable candidates to vacant permanent jobs in the EESC.

2. Who is responsible for the processing of personal data?

The EESC is responsible (as controller) for the processing of personal data. The responsible service (delegated controller) is unit E.2. PER "Recruitment and Salaries" in the Directorate for Human Resources and Finance (recrutement-carriere@eesc.europa.eu).

3. What is the purpose of the processing?

The purpose of processing personal data submitted via the online application tool for vacant posts is to collect all applications and personal data in response to any published vacancy notice for posts within the EESC's services, with a view to identifying the most suitable candidate during the selection phase. Some personal data processed later during the recruitment process also serve the purpose of establishing the rights and entitlements of the EESC's future new staff in order to calculate and pay their salary.

The collection of certain information about your visit to the online application tool is necessary in order to improve the configuration of the IT infrastructure and security of the websites. More anonymised information is furthermore used to improve the site content and design, and to better suit our users' needs.

4. What is the legal basis for the processing?

Lawfulness of processing is based on Article 5.1 of the EUDPR:

- (a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

Other legal bases for processing are Article 27, 28, 29, 30, 31, 32 and 33 of the Staff Regulations.

5. What personal data are processed?

The following categories of personal data are concerned:

For the selection:

- Data identifying the applicant: surname, first name, gender, date, place and country of birth, nationality, residence and e-mail addresses, telephone number, and, if necessary for the candidate, a statement declaring any disability.
- Documents requested in the vacancy notice in order to verify the eligibility of the candidate's application: curriculum vitae, motivation letter, supporting documents if relevant (identification document, education and training proofs, professional experience certificates, linguistic and job related skills and competencies certificates). Certificate proving the applicant's status and grade, for EU officials, or for laureates, proof of passing a competition. On their own initiative, applicants may voluntarily send documents such as letters of recommendation, etc.
- For management posts, an assessment centre report can also be processed.

For recruitment:

- proof of nationality
- diplomas, certificates of previous employment and training
- medical aptitude certificate
- extract of police record
- military service certificate
- declaration of conflict of interest

For the establishment of rights:

- birth certificate
- proof of nationality
- proof of place of residence
- marital status
- data concerning their parents, birth certificate of dependent children, spouse.
- Certificate of family composition
- Marriage/Divorce certificates
- Professional situation of the spouse
- Birth certificates of children
- Education information of children
- Voting rights
- Property rights
- Tax declarations
- Where needed, additional certificates from past employers
- Proof of travel (plane/train ticket for instance)

- Proof of new residence (rental contract)
- Proof of moving (documents related to the removal of furniture)

For the payment of travel expenses and salary and rights:

- financial information forms (identification forms).
- latest pay slip (for transferred officials only).

For the online application tool: we collect and store in log files the pages or services accessed and the timestamp of the visit.

6. Who are the recipients or categories of recipients of your personal data?

Access to your personal data is provided to authorised staff on a need to know basis. Such staff abide by statutory and, when required, additional confidentiality agreements.

During the selection phase:

- hierarchical superior in charge of the entity where the vacant job exists,
- members of the HR team in the Recruitment sector (REC) of the PER Unit,
- head of the PER unit, deputy director and director for human resources and finance and their secretariats,
- HR correspondent and/or colleagues from the entity where the vacant job exists involved in organisation of interviews,
- members of the selection board
- Recipient of the list of applications
- Authors, co-signatories of the list of applications
- external consultant in case of an assessment centre (for middle and senior managers positions)
- the Appointing Authority or any person and/or body involved in the selection procedure in accordance with the EESC Rules of Procedure and related decisions concerning the delegation of powers of Appointing Authority.
 - This may include the Secretary General, the President and the Bureau as needed for the selection of managers.

During the recruitment phase:

- members of the Recruitment sector (REC) of the PER unit,
- head of PER unit, deputy director and director for human resources and finance and their secretariats
- the Communication and administrative documents sector (ADI) – managers of the staff files
- members of the Financial Verification sector
- members of the Salary sector (SAL) of the PER unitmembers of the Rights and obligations sector of the STA unit
- the Appointing Authority and their Secretariat
- the SG and SG team members, on a need to know basis.

7. Are your personal data transferred to a third country or international organisation?

Your personal data will not be transferred to a third country or international organisation.

8. How can you exercise your rights?

You have the right to request access to your personal data. Also, you have the right to request rectification or erasure or restriction of the processing of your personal data.

Where applicable, you have the right to object to the processing of your data. Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability). You also have the right to withdraw your consent at any time.

You can direct your queries to (recrutement-carriere@eesc.europa.eu). The query will be dealt with within one month from the date on which it is received. That period may be extended by two further months where necessary.

You have the right of recourse to the [European Data Protection Supervisor](#) if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the EESC.

9. How long are your personal data kept for?

The time limits for storing the data are as follows:

- 3 years for applicants not recruited, starting from the date of appointment of the chosen candidate.
- 10 years from the end of the period worked by a recruited applicant or the last payment of their pension.
- Personal data collected via the online application tool are stored on the servers of the Committee for a period of 3 years. Beyond this period, data will only be stored anonymously for statistical purposes.

10. Are the personal data collected used for automated decision-making, including profiling?

The EESC will not use your personal data to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

11. Will your personal data be further processed for a purpose other than that for which data have been obtained?

Your personal data submitted via the online application tool may be used to compile anonymised statistics concerning vacancies (e.g.: average number of candidates per AST or per AD vacancy, internal, external or laureates), which may be used for analysis and forward planning in the area of human resources management at the EESC.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the data controller (recrutement.carriere@eesc.europa.eu).

You may also contact the EESC data protection officer by using the relevant [contact form](#) and/or the European Data Protection Supervisor by using the relevant [contact form](#) at any time.