



*European Economic and Social Committee*

## **Privacy statement: Recruitment of agents for the European Economic and Social Committee (EESC)**

[Regulation \(UE\) No 2018/1725](#) applies to the processing of personal data collected during the recruitment of staff for the EESC. The processing of personal data is necessary in order to select and appoint the most suitable candidates to non-permanent jobs in the EESC, to be filled by temporary or contractual agents.

### **1. Who is responsible for the processing of personal data?**

The data controller is the European Economic and Social Committee.

The person responsible in the department responsible for the processing procedure is the head of the Recruitment and Salaries unit (E.2.PER in the Directorate for Human Resources and Finance, HRF)

Address: rue Belliard/Belliardstraat 99, 1040 Bruxelles/Brussel

Email: [recrutement-carriere@eesc.europa.eu](mailto:recrutement-carriere@eesc.europa.eu)

### **2. What is the purpose of the processing?**

The EESC sometimes has vacancies for contract or temporary agents to be hired on non-permanent jobs. Contract agents are usually recruited from a pool of applicants, kept on a database (the Recruiter Portal) available to all EU institutions following a selection procedure organised by EPSO known as CAST Permanent. For those with a specific profile that cannot be identified from the CAST lists available, the EESC will consider unsolicited applications, collected via the local ad hoc online application tool. The purpose of processing personal data submitted via this local ad hoc application online tool is to efficiently collect unsolicited applications addressed to the EESC and identify potential candidates for non permanent posts. It ensures secure collection of data submitted by the candidate. The ad hoc online application tool is thus an additional source of potential candidates.

Some personal data processed later in the recruitment process also serve the purpose of establishing the rights and entitlements of the EESC future staff in order to calculate and pay his/her salary.

### **3. What is the legal basis for the processing?**

Lawfulness of processing is based on Article 5.a) and Recital 27 of Regulation (EC) No 45/2001. This processing is necessary for the performance of a task carried out in the public interest on basis of the Treaties establishing the European Communities and for the functioning of the institution and management of staff.

The personal data transmitted may exclusively be processed for the purposes of:

- identifying potential candidates for a selection process
- checking that applications comply with the obligations of Articles 12 to 15 (temporary staff) or 82 to 84 (contract staff) of the Conditions of employment of other servants of the European Union.

#### 4. **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 of birth, postal and e-mail address, telephone number, and, if necessary for the candidate, a statement declaring any disability.
- Information provided by the candidate to contact the candidate and allow practical organisation of interviews: postal address, email address.
- Information provided by the candidate to allow the verification of the eligibility and selection criteria: nationality, education and training (diploma awarded), professional experience, linguistic and job related skills and competencies. On their own initiative, applicants may voluntarily send documents such as letters of recommendation, certificates showing language competences, etc.
- For management posts (temporary agents), an assessment center report can also be processed.

*For the recruitment:*

- diplomas, certificates of previous employment and training
- medical aptitude certificate
- extract of police record
- military service certificate

*For the establishment of rights:*

- birth certificate
- proof of nationality
- place of residence
- marital status
- data concerning his/her parents, birth certificate of dependent children, spouse.

*For the payment of travel expenses and salary and rights:*

- financial information forms (legal entity and bank identification).

#### 5. **Who are the recipients or categories of recipients of your personal data?**

Access to your personal data is provided to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

*In the selection phase :*

- hierarchical superior in charge of the entity where the vacant job exists, for the pre-selection and selection phases.
- the HR members in the Recruitment sector (REC) of unit PER
- the other members of the selection board

- external consultant in case of an assessment centre (in case of management function for temporary agents)

*In the recruitment phase:*

- the HR members in the Recruitment sector (REC) of unit PER
- the Communication and administrative documents sector (ADI)
- the Financial Verification sector
- the Salary sector
- the Rights and Obligations sector
- the Authority empowered to conclude contract for its delegate

**6. Are your personal data transferred to a third country (non-EU Member State) or international organisation?**

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

**7. How can you exercise your rights?**

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to block (under certain conditions) the processing of your personal data, to object to the processing of your data and to request the deletion of your personal data (if processed unlawfully). The right to rectify data applies only to factual data processed during the procedure.

You have the right to withdraw your consent at any time.

Please direct your queries regarding the processing of your personal data to the head of the Recruitment and Salaries unit.

Address: Rue Belliard/Belliardstraat 99, 1040 Bruxelles/Brussel.

Email: [recrutement.carriere@eesc.europa.eu](mailto:recrutement.carriere@eesc.europa.eu).

The query will be dealt with within 15 working days.

You have the right of recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation 45/2001 have been infringed as a result of the processing of their personal data by the EESC.

**8. 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 the pension.
- Digital data is automatically erased from the ad hoc online database if the applicant has not upgraded his data within one year of applying.

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

No.

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

The data submitted via the online ad hoc application module may also be used for extraction of anonymised statistics, which may serve for analysis and forward planning in the area of human resources management in the EESC.

**11. 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](mailto:recrutement.carriere@eesc.europa.eu)). You may also contact, at any time, the [Data Protection Officer of the EESC \(data.protection@eesc.europa.eu\)](mailto:data.protection@eesc.europa.eu) and/or the [European Data Protection Supervisor \(edps@edps.europa.eu\)](mailto:edps@edps.europa.eu).