



European Economic and Social Committee

Privacy statement: Recruitment of officials 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 recruit the most suitable candidates to vacant permanent jobs in the EESC.

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

2. What is the purpose of the processing?

The purpose of the processing of personal data submitted via the online application for vacant posts is to efficiently collect all applications and personal data for any published vacancy notice in the EESC services in order to identify 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 his/her salary.

3. What is the legal basis for the processing?

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

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.
- Documents requested in the vacancy notice in order to verify the eligibility of the candidate's application: curriculum vitae, cover letter, nationality, education and training (diploma awarded), professional experience, linguistic and job related skills and competencies. Certificate proving the applicant's status and grade (for EU officials) or for an EPSO laureate, the proof of passing a competition. On their own initiative, applicants may voluntarily send documents such as letters of recommendation, certificates showing language competences, etc.
- For management posts, 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)
- latest pay slip (for transferred officials only).

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

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

For the selection phase:

- hierarchical superior in charge of the entity where the vacancy was published for the pre-selection and selection phases
- the other members of the selection board
- external consultant in case of an assessment centre (management function)
- the HR members in the Recruitment sector (REC) of unit PER

For the recruitment phase:

- the HR members in the Recruitment sector (REC) of unit PER
- the Communication and administrative documents sector (ADI) – managers of the staff files
- the Financial verification sector
- the Salary sector
- the Rights and Obligations sector
- the Appointing Authority

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.

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) 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 personal data linked to the selection procedure 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.

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?

Your personal data submitted via the online application module may be used for extraction of anonymised statistics concerning vacancies (e.g.: average number of candidates per AST or per AD vacancy, internal, external or laureates,...), 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). 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).