Privacy statement:
Selection and secondment of national experts to the European Economic and Social Committee (EESC)

Regulation (UE) No 2018/1725 applies to the processing of personal data collected during the selection of national experts for the EESC and their secondment to the EESC. The processing of personal data is necessary in order to select and second the most suitable candidates for positions reserved for seconded national experts (SNE) 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?**
   Vacancies for SNE positions are transmitted to the Permanent Representations (PR) of Members States, who are responsible for their communication to their national authorities as they see fit. Applications are transmitted by the PR to the EESC. They are collected by email, via the functional mailbox expnat@eesc.europa.eu.

   Some personal data processed later in the secondment phase also serve the purpose of establishing the rights and entitlements of the future SNE.

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 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 the Decision 263/12A ruling the conditions of the secondment of national experts to the EESC.
4. **What personal data are processed?**
The following categories of personal data are concerned:

*For the selection:*
- Data identifying the applicant: curriculum vitae and motivation letter, surname, first name, gender, date of birth, 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 (professional or private), telephone number.
- 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 the secondment:*
- diplomas, certificates of previous employment and training
- proof of identity
- statement from the employers related to the place of employment prior to secondment, continuation of salary payment, national social security coverage, expenses incurred for taking up duties
- extract of police record
- latest pay slip from national employer

*For the establishment of rights:*
- birth certificate
- proof of nationality
- place of residence

*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 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 position exists, for the pre-selection phase
- the HR members in the Recruitment sector (REC) of unit PER
- the members of the selection board

*In the secondment 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 or 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**.

   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 are as follows:

   - 3 years for selected applicants participating in the interviews but not seconded
   - 10 years from the end of the period worked by a seconded applicant
   - Applications from candidates not pre-selected for interviews are erased, once the secondment procedure has been finalised and all candidates have been informed of the closure of the process.

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 personal data submitted may also be used for anonymised statistics, for reporting purposes.

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**) and/or the European Data Protection Supervisor (**edps@edps.europa.eu**).