



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data processing

Created on

Last update

Reference number

Year

1. Controller: European Economic and Social Committee

2.a) Service responsible

2b) contact details
recrutement-carriere@eesc.europa.eu

3. Joint controller
Not applicable

4. DPO: contact details data.protection@eesc.europa.eu

5. Processor(s) (where applicable)
Hudson - Av. Marcel Thiry, 75, B-1200 Bruxelles - Tel: +3226102700

6. Purpose(s) of the data processing

The recruitment of officials processing operation is to select and appoint the most suitable candidates to vacant permanent jobs in the EESC. The purpose of processing personal data submitted via the online application for vacant posts is to efficiently collect all applications for any published vacancy notice in the EESC services. It ensures quick and accurate collection of data submitted by the applicants and therefore facilitates the work of the EESC recruitment services and of the selection panels. It also serves the purpose of establishing the rights and entitlements of the EESC's future staff.

7. Description of the categories of persons whose data are processed

- Permanent officials of the EU
Successful candidates on EPSO reserve lists of open competitions

8. Description of data categories processed

For the selection phase : data identifying the applicant such as name, first name, nationality, gender, date and place of birth, postal and e-mail address, telephone number and, if necessary (very rare), a statement declaring any disability. Documents requested to verify whether the application is admissible or not: a curriculum vitae, a covering letter, a certificate proving the applicant's status and grade or for successful candidates of an EPSO competition, proof of success. On their own initiative, applicants may send other information such as letters of recommendation, certificates showing language competences, etc.

For the recruitment phase : police record and medical examination, diplomas, certificates of previous employment experience, training, military service, and data required for the establishment of rights and payment of salary: data concerning the identity of the person concerned, his/her parents, children, spouse/s, financial information forms (legal entity and bank identification), the most recent pay slips.

9. Time limit for retaining the data

3 years for applicants not recruited, from the deadline of the vacancy notice

10 years from the date of taking up duties by the recruited applicant or the last payment of the pension.

10. Recipients of the data

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
- 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)
- the Financial verification sector
- the Salary sector
- the Rights and Obligations sector
- the Appointing Authority.

11. Transfers of personal data to a third country or an international organisation

There is no transfer of personal data to third countries or international organisations.

12. General description of security measures, where possible

Applications for a vacancy are available electronically by the Recruitment sector as processing entity within the online application database (separately for each individual vacancy/selection procedure) and, if considered necessary by the processing entity, it may also be printed (for the pre-selection or selection panel members) and stored physically (on paper).

Physical storage (paper archives): if printed by the processing entity for the purpose of selection panel meetings, applications will afterwards be stored in locked cupboards or in a cupboard in a locked room. The hierarchical superior of the entity where the vacancy was published and all the panel members will be reminded not to store any paper files once the selection procedure is finalised and the selected candidate is appointed. The paper files are stored only by the processing entity and they will be destroyed 3 years after the end of the selection procedure, starting from the date of taking up duties by the recruited candidate.

13. Privacy statement

[Recruitment of Officials](#)

Part 2
Compliance check and risk screening

1.a) Legal basis and reason for processing	<p>necessary for the performance of a task carried out in the public interest</p> <p><input type="checkbox"/> (a) or in the exercise of official authority vested in the Union institution or body</p> <p><input checked="" type="checkbox"/> (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)</p> <p>processing is necessary for the performance of a contract to which the</p> <p><input type="checkbox"/> (c) data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</p> <p><input type="checkbox"/> (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes</p> <p><input type="checkbox"/> (e) necessary in order to protect the vital interests of the data subject or of another natural person</p> <p>[Tick (at least) one of the boxes]</p>
1b) Legal basis	Article 29 of the Staff Regulations
2. Are the purposes specified, explicit and legitimate?	Yes
3. Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?	Yes
4. Do you really need all the data items you plan to collect?	Yes all the data is necessary.
5. How do you ensure that the information you process is accurate?	Supporting evidence such as ID, birth certificate, marital and family status, diplomas, certificates of professional experience, certificates of training, extract of police record must be presented by the candidates.
6. How do you rectify inaccurate information?	Based on supporting evidence, candidates may address any request of rectification to the data controller.
7. Are they limited according to the maxim "as long as necessary, as short as possible"?	Yes

8. If you need to store certain information for longer, can you split the storage periods?	Not in the case of electronic storage, but feasible in the case of paper storage.
9 How do you inform data subjects?	By way of a specific privacy / confidentiality statement available via the hyperlink, as part of the vacancy notice, or the financial forms, or in exchange of emails
10. Access and other rights of persons whose data are processed	Requests from data subjects, regarding access, deletion, correction of data addressed to the data controller are followed up within 15 days of introducing the request.
11. Does this process involve any of the following?	<input type="checkbox"/> (a) data relating to health, (suspected) criminal offences or other special categories of personal data <input type="checkbox"/> (b) evaluation, automated decision-making or profiling <input type="checkbox"/> (c) monitoring data subjects <input type="checkbox"/> (d) new technologies that may be considered intrusive
Part 3 Linked documentation	
1. Links to threshold assessment and DPIA (where applicable)	 No hyperlink inserted
2. Where are your information security measures documented?	 No hyperlink inserted
3. Links to other documentation	 No hyperlink inserted
4. Other relevant documents	

