



European Economic
and Social Committee

Record of processing activity Part 1

Name of the data processing	Selection and secondment of national experts to the EESC
Created on	8/10/2018
Last update	
Reference number	017
Year	2018
1. Controller:	European Economic and Social Committee
2.a) Service responsible	E2 PER
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)	Not applicable
6. Purpose(s) of the data processing	<p>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. The purpose of processing personal data of applicants , i.e. CVs and motivation letters, is to identify the best profiles for the position.</p> <p>Some data processed later in the secondment phase also serve the purpose of establishing the rights and entitlements of the EESC future SNE.</p>

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

Candidates to a position as seconded national expert in the EESC, whose applications are transmitted by the Permanent Representation to the EU of their Member state.

8. Description of data categories processed

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 organization 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 (remitted after presentation)
- 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).

9. Time limit for retaining the data

- 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.

10. Recipients of the data

For the selection phase (Cvs and motivation letters) :

- Hierarchical superior in charge of the entity where the vacancy was published for the pre-selection and selection phases.
- the 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 Authority empowered to conclude contract or its delegate.

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

Data are kept by the Recruitment sector as processing entity on a secure shared computer drive with access to only authorised staff. If considered necessary by the processing entity, it may also be printed (for 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 to destroy any paper files or emails containing personal data once the selection procedure is finalised and the selected candidate is seconded. They will be asked to sign a specific form to this end (the declaration of confidentiality). 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 seconded candidate.

13. Privacy statement

[Selection and secondment of national experts to the EFSC](#)

Part 2

Compliance check and risk screening

1.a) Legal basis and reason for processing

- necessary for the performance of a task carried out in the public interest
- (a) or in the exercise of official authority vested in the Union institution or body
 - (b) necessary for compliance with a legal obligation to which the controller is subject (see point 1b) below)
 - (c) 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

- (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- (e) necessary in order to protect the vital interests of the data subject or of another natural person

[Tick (at least) one of the boxes]

1b) Legal basis

Decision 263/12A ruling the conditions of the secondment of national experts to the EESC.

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, 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.

- (a) data relating to health, (suspected) criminal offences or other special

11. Does this process involve any of the following?

- categories of personal data
- (b) evaluation, automated decision-making or profiling
 - (c) monitoring data subjects
 - (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