



EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO
THE CALL FOR EXPRESSION OF INTEREST IN MIDDLE MANAGEMENT FUNCTIONS IN EU DELEGATIONS –
SECONDMENTS AS HEAD OF DELEGATION OR DEPUTY HEAD OF DELEGATION

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS), including the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [e.g. collected, used, stored] as well as about the purpose and details of that processing.

When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

2. PURPOSE OF DATA PROCESSING: Why do we process your data?

Purpose

The objective of the present data processing activity is to establish a reserve pool of candidates who could be invited for interviews by the EEAS when filling Head of Delegation or Deputy Head of Delegation posts becoming vacant in the context of the rotation exercises as well as to select from this reserve list the candidates to fill the vacant positions.

Description

1. The European Commission collects and uses the personal information to assess the eligibility of the candidates and transmits the data of the eligible candidates to the members of the selection panel and authorised services within the European Commission and the EEAS.
2. The EEAS and the European Commission jointly evaluate the expressions of interest transmitted, including expertise, technical skills and languages, educational background, professional experience, including details on current and past employment.
3. The EEAS internally shares the data among authorised recipients for the purpose of
 - the internal assessment of the expressions of interest by eligible candidates, transmitted by the Commission and leading to the establishment of the reserve pool for potential secondments;
 - the final selection procedures leading to a possible secondment of determined data subjects.

Your personal data will not be used for an automated decision-making including profiling.

The data submitted may also be used for extraction of anonymised statistics (for example: average number of candidates from certain services), which may serve for analysis and forward planning in the area of Human Resources Management in the Commission and the EEAS.

3. DATA PROCESSED: What data do we process?

The data, including personal data, which may be processed for that purpose are the following:

- full name;
- gender;
- nationality;
- date of birth;
- staff number;
- function;
- contact details (e-mail addresses, telephone numbers);
- CV and motivation letter providing information on expertise, technical skills and languages, educational background, professional experience, including details on current and past employment. Any complementary information provided by the candidate in this context.

The application, CV, motivation letter and any other data submitted by applicants will be further processed for the purpose of assessing the adequacy of their profiles with Head of Delegation/ Deputy Head of Delegation functions.

You provide your personal data as a reply to the call for expressions of interest. If you do not provide the required personal data, your application will not be taken into consideration because of lack of required information.

4. DATA CONTROLLER: Who is entrusted with processing your data?

The data controller determining the purpose and the means of the processing activity is the European Commission and the European External Action Service (EEAS) jointly.

For the activities under Point 1 under "Purpose" the Controller is the
European Commission (HR.E.2)

For the activities under Point 2 under "Purpose" the
Joint Controllers are the European Commission (HR.E.2) and the Selection and Recruitment Division (EEAS. RM.HR.2) of the European External Action Service

For the activities under Point 3 under "Purpose" the Controller is the
Selection and Recruitment Division (EEAS. RM.HR.2).

5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

Access to your personal data is provided to the Commission and EEAS staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The data and documents submitted for the purpose of the calls for expression of interest are accessible to:

- Head of Unit, Deputy Head of Unit and team in charge of supervising, organizing and implementing the exercise in HR.E.2, acting in support of the selection panel;
- the team organizing the contribution of the EEAS to the preselection procedure (ad personam nomination by the EEAS member of the preselection panel);
- the members of the preselection panel (all representatives at senior or middle management level)
 - a representative of DG HR (chair of the panel),
 - a representative of the SG,
 - at least two representatives of the external relations DGs (TRADE, INTPA, NEAR, ECHO, FPI),
 - a representative of the EEAS;
- EEAS services in charge of the management of the EEAS rotation exercise (for colleagues included in the reserve pool only).

6. ACCESS, RECTIFICATION AND ERASURE OF DATA: What rights do you have?

You have the right of access to your personal data and the right to correct your inaccurate or incomplete personal data, taking into account the purpose of the processing. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. For more detailed legal references, you can find information in Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply. If you wish to exercise your rights or have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

European Commission (HR.E.2)

HR-COM-EEAS-MOBILITY-POOL@ec.europa.eu

Selection and Recruitment Division (EEAS. RM.HR.2).

EEAS SELECTION AND RECRUITMENT SELECTION-AND-RECRUITMENT@eeas.europa.eu

7. LEGAL BASIS: On what grounds do we collect your data?

Lawfulness: The processing of your personal data is necessary for the performance of a task carried out by the European External Action Service in the public interest, in particular for the management and functioning of the EEAS [Article 5(1)(a) of Regulation (EU) 2018/1725] as referred to in Recital 22 thereof.

Article 37 to the Staff Regulations states that established officials can be seconded to other institutions, in the interests of the service, by decision of the appointing authority. It results from Article 2 of Annex X to the Staff Regulations that officials assigned to Delegations are transferred periodically via a specific mobility procedure. The exercise covered by this privacy statement aims at facilitating the implementation of Article 37 of the Staff Regulations for secondments to the EEAS, while taking into account the operational and legal constraints of the specific mobility procedure, the so-called rotation exercise.

The exercise is also part of talent management initiatives agreed by the European Commission and the EEAS in 2017 and aimed at developing a dedicated career path for staff in the external relations field and at facilitating mobility between both institutions, notably through the broadening of career options.

Further legal reference: Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU) – OJ L 201, 3/8/2010, p. 30.

8. TIME LIMIT & DATA SECURITY: for what period and how securely do we process your data?

Storage period

Your personal data are kept by the Commission and the EEAS only for the time necessary to fulfil the purpose of collection or further processing and reporting, namely:

- candidates considered non-eligible: six months after the deadline for the expression of interest;
- candidates considered eligible but not selected for the reserve pool: one year after the deadline for the expression of interest;
- candidates considered eligible and selected for the reserve pool: one year after the end of validity of the reserve pool (the first reserve pool is valid until 31.12.2024).

In case of legal action against a decision, the retention period is extended until five years after the final decision was rendered.

- Personal data may be kept for information and historical, statistical or scientific purposes for a longer period of time including the publication on the EEAS/EU Delegation website and on the EEAS Intranet with appropriate safeguards in place. Archiving shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of individuals. Reports and other material containing personal data are archived according to e-Domec policy.
- In case of an incident, event or enquiry by authorities, data subjects or other concerned individuals' personal data will be preserved as long as the legal claims arising from the investigations expire or any follow-up action is due. This includes pending cases, appeals and court judgments to allow for the exhaustion of all appeal and other channels of legal remedies. In any case, personal data will not be kept longer than 5 years after the judgment on the pending case is final.
- When appropriate, personal data contained in supporting documents should be deleted where possible, if that data is not necessary for audit, inspection or other control purposes.

Data Storage

Network drives and paper archives

The documents and data that you submit for the purpose of the assessment of your expression of interest will be stored electronically (on network drives) and, if considered necessary by the processing entity, may also be printed (for example, for the selection panel members) and stored physically (on paper).

- Storage on electronic drives: the data you submitted will be accessible to the colleagues in charge of the exercise within HR.E.2, the members of the selection panel and, as regards colleagues selected for the pool, the EEAS department in charge of the rotation exercise.
- Tables in Excel format or equivalent: HR.E.2 will consolidate the results of the exercise in excel sheets.
- Physical storage (paper archives): if printed, the data you submitted will afterwards be stored by the processing entity in locked cupboards or in a cupboard in a locked room. The paper files will be destroyed in accordance with the set retention period (for the first reserve pool at the latest on 31.12.2024.)

Security of data

Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

The collected personal data by the EEAS are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Access to specific files requires authorisation. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?

If you have enquiries you can also contact the European Commission Data Protection Officer at DATA-PROTECTION-OFFICER@ec.europa.eu or the EEAS Data Protection Officer at data-protection@eeas.europa.eu.

10. RECOURSE

You have, at any time, the right to have recourse to the European Data Protection Supervisor at edps@edps.europa.eu.