



EUROPEAN UNION CAPACITY BUILDING MISSION SOMALIA

PRIVACY STATEMENT ON RECRUITMENT, SELECTION AND ADMINISTRATIVE MANAGEMENT OF CONTRACTED AND SECONDED STAFF WITH EUCAP SOMALIA

I. LEGAL BASIS AND SCOPE:

The protection of your privacy including your personal data is of great importance to the European Union and to European Union Capacity Building Mission (EUCAP) in Somalia. When processing personal data we respect the principles of the Charter on Fundamental Rights of the European Union, and in particular article 8 on data protection.

This privacy statement describes how the EUCAP SOMALIA processes your personal data for the purpose for which it is collected and what rights you have as a data subject. Your personal data is processed by the EUCAP SOMALIA in accordance with Regulation (EU) 2018/1725 of the European Parliament, Council of 23 October 2018 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 (repealing Regulation (EC) No 45/2001), Decision No 1247/2002/EC of 11 December 2018, aligned with provisions of the General Data Protection Regulation (EU) 2016/679 and in accordance with the CivOpsCdr instruction 12-2018 and subsequent amendments to the SOP on the Protection of personal data for CSDP Missions.

All data of personal nature which potentially can identify individuals directly or indirectly is processed fairly for specified purposes and in accordance with the law.

II. PURPOSE: Why we process your data?

The main purpose of the data processing is to manage selection, recruitment and administrative processes of local/international contracted and seconded international staff during their tour of duty/contract period.

The Mission collects, manages and stores data related to applicants and Mission Members (MM) with a view to:

- identify and select the most suitable candidates for specified positions;
- retain records of interviews and evaluations related to selection procedures;
- record performance grids and evaluations [PER];
- record leave and sick leave records.

III. DATA PROCESSED: what data we process?

The data, including personal data, which may be processed¹ includes the following information:

- surname(s), middle and first name(s) date and place of birth
- gender
- nationality
- military/police rank
- photo

¹ *While this list may not be exhaustive it includes most of the relevant and standard documents processed.

- start/end of mission dates
- application form (CV)
- extension request
- resignation letters and approvals
- per diem and salary slips (contracted staff)
- mission ID number
- call sign (radio)
- mission phone/e-mail
- languages levels (EN, SOM)
- peer/mediator info
- leave requests
- location and contact details during leave
- flights information related to leave
- deployment form
- employment contract
- grading file
- title/function/position
- possible redeployment within the Mission
- security clearance (date issued and expiry date)
- emergency contact person
- insurance reference number
- passport number, validity, dates, type
- blood type
- driving licence
- marital status
- phone number(s)
- personal e-mail
- home address (residence)
- various agreements/attestations/certifications/evaluations/declarations:
 - confidentiality agreements
 - performance evaluations (PER)
 - medical certificates
 - sick leave reports
 - vaccination certificates
 - pregnancy confirmation certificates
 - employment/secondment attestations
 - training certificates
 - declaration of residence (international contracted)
 - declaration of conflict of interest
 - National Contingent Leader appointments
 - check-out memos and forms
 - handovers documents

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

Data Controller: EUCAP Somalia, represented by the Head of Mission, Christopher Reynolds.

V. ACCESS: Who has access to your data?

The Head of Mission, the Deputy Head of Mission and the Head of MSD, the Human Resource Unit, Security and Duty of Care Unit (Medical) and duly appointed and authorised Interview Panel Members and Observers (interview relevant data only.)

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

You have the right to access your personal data, including to request correction of demonstrable inaccurate or incomplete personal data. In the unlikely event it is unlawfully collected you may request it is deleted.

VII. **LEGAL BASIS:** On what grounds we collect your data?

- Council Decision: Counsel Joint Action 2008/796/CFSP and subsequent amendments latest Counsel Decision (CFSP) 2016/2238
- The OPLAN EEAS (2018) 1178
- CivOpsCom Instruction 12/2018 - SOP on Personal Data Protection
- EUCAP SOM - SOP on Personal Data Protection 17/07/2019
- The Status Agreement between the Federal Republic of Somalia and the European Union/EUCAP Somalia – 11/01/2020
- The Human Resource Handbook 2017

VIII. **DATA STORAGE AND SECURITY:** How is it organised?

As a general rule all data is stored electronically and is solely available to authorized mission staff. All data is stored and retained in accordance with the law and regulations, including the EUCAP SOP on Personal Data Protection.

Data are stored and secured in:

- Electronic format: the data will be stored on the Mission's servers that abide by the pertinent security rules. Personal data will be processed by assigned staff members. Files have authorised access. Measures are provided to prevent non-responsible entities from accessing data. General access to collected personal data and related information is only possible by duly authorized and accredited staff.
- Physical Files: When not in use physical copies of the collected personal data will be stored in a properly secured lockers and safes.

Specifically, appropriate technical and organisational measures apply:

- to ensure that authorised users can only access personal data relevant to their function and within their accreditation (access rights.) The possibility to check logs and access personal data potentially being processed on behalf of third parties can be processed only on instruction of the controller. Furthermore, during transfer of personal data the data cannot be read, copied or erased without authorization;
- to record which personal data have been communicated, at what times and to whom;
- to prevent any unauthorised individual(s) from gaining access to computer system, including unauthorised reading, copying, alteration or removal of storage media, as well as, any unauthorised memory inputs, unauthorised disclosure, alteration or erasure of stored personal data and to prevent unauthorised persons from using data-processing systems by means of data transmission facilities.

IX. **RETENTION PERIODS:** How long is data retained?

As a general rule Mission Members data related to recruitment, selection and administration of contracted and seconded staff is retained for 10 years after termination of duties. However, five years after termination of duty this data will be moved to a separate drive accessible only to HOM and the Head of HR department. In case of Mission closure this data will be archived with the EEAS Information and Document Management Sector.

For non-selected candidates most data is retained for two years after completion of the relevant Call for Contribution after which it is permanently deleted. However, select data (application tables, shortlisting grids and selection panel reports) are kept for 5 years.

In cases involving litigation or a complaint the medical data will be retained for 5 years after the final decision/judgment is rendered.

After the expiry of the respective retention periods all data (electronic and hard data) will be permanently deleted by shredding, burning and deletion of all data storage.

X. MISSION DATA PROTECTION ADVISOR: Any questions to the MDPA

In case you have questions related to the protection of your personal data please contact the Missions Data Protection Advisor (MDPA) on: data-protection@eucap-som.eu

XI. RE COURSE

You have at any time the right of recourse by addressing a request or complaint in writing to the HOM of EUCAP SOMALIA.