

EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF

SELECTION, RECRUITMENT AND ADMINISTRATIVE MANAGEMENT for JUNIOR PROFESSIONALS IN EU DELEGATIONS (JPDs)

1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS) and to the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [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?

The purpose of the processing operation is to process personal data of Junior Professionals in Delegations (JPDs) in relation to personnel selection procedures, establishment of rights, payment of allowances and other entitlements, and to other administrative matters.

3. DATA PROCESSED: What data do we process?

Personal data submitted for the purposes of selection, establishment of rights, payment of allowances and other entitlements:

- Application forms
- Selection panel reports
- Traineeship Agreements between EEAS/COMMISSION and JPDs
- Financial Identification (bank details)
- Legal Entity (personal data, official address)
- Other materials related to JPDs traineeship (passport, university diplomas, language certificates, judicial record etc.)

Data collected include:

- name
- date and place of birth
- gender
- nationality
- marital status
- family composition
- official address
- emergency contact details, etc.

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 External Action Service (EEAS). The EEAS Division responsible for managing the personal data processing under the supervision of the Head of Division is the following organisational entity:

EEAS Division 'Selection and Recruitment' (BA.HR.2)

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

The recipients of the data may be the following, on a strict "need-to-know policy" basis:

- EEAS BA.HR.2 Division Selection and recruitment designated staff
- Heads of Division and possibly other dedicated staff in the division relevant for the particular recruitment
- Heads of Delegation and Head of Administration in EU Delegations – Co-controllers processing personal data (CVs and other material)
- Members of selection panels including representatives of Council, Commission and EEAS, Appointing Authority

Personal data not intended to be transferred to a third country or an international organisation. The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

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

You have the right of access to your personal data and the right to correct any inaccurate or incomplete personal data. 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. For more information, please see 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 have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

selection-and-recruitment@eeas.europa.eu

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

Legal basis:

- Joint Decision of the Commission and the High Representative of the European Union for Foreign Affairs and Security Policy of 12.06.2012 establishing a High Level Traineeship Programme in the Delegations of the European Union and the Rules Governing this Programme in Partnership with the Member States of the European Union (JOIN(2012) 17 final)
- Decision of the Chief Operating Officer of the European External Action Service In agreement with the Directors-General of DG DEVCO and DG HR of the European Commission of 22/01/2014 on the Implementing Rules of the High Level Traineeship Programme in the Delegations of the European Union in Partnership with the Member States of the European Union (EEAS DEC(2014) 002)
- 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 STORING: For what period and how we process your data?

The recruited applicants' data will be retained for a maximum of 10 years as of the termination of the traineeship following the European Data Protection Supervisor's Guidelines concerning the processing operations in the field of staff recruitment (https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/Supervision/Guidelines/08-10-10_Guidelines_staff_recruitment_EN.pdf)

As for the non-recruited applicants, data will be retained for a maximum of 2 years.

The data will be destroyed after the aforementioned period.

Security of data:

Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. 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 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.