

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

**'Selection, Recruitment and Administrative Management for Junior Professionals in EU Delegations (JPDs)'**

<b>1. INTRODUCTION</b>
THE PROTECTION OF YOUR PRIVACY, INCLUDING YOUR PERSONAL DATA, IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH <u>REGULATION (EC) 45/2001 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE COMMUNITY INSTITUTIONS AND BODIES AND ON THE FREE MOVEMENT OF SUCH DATA</u> , AS IMPLEMENTED IN THE EEAS BY THE <u>DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011</u> . ALL DATA OF A PERSONAL NATURE - NAMELY DATA WHICH CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WHICH YOU PROVIDE TO THE EEAS WILL BE HANDLED WITH THE NECESSARY CARE.
<b>2. PURPOSE OF THE PROCESSING OPERATION</b>
The purpose of the processing operation is to process personal data of JPDs in relation to personnel selection procedures, establishment of rights, payment of allowances and other entitlements, and to other administrative matters.
<b>3. DATA PROCESSED</b>
Data, including personal data, processed are communicated in the following documents: Personal data submitted for the purposes of selection, establishment of rights, payment of allowances and other entitlements: <ul style="list-style-type: none"><li>▪ Application forms</li><li>▪ Selection panel reports</li><li>▪ Traineeship Agreements between EEAS/COMMISSION and JPDs</li><li>▪ Financial Identification (bank details)</li><li>▪ Legal Entity (personal data, official address)</li><li>▪ Other materials related to JPDs traineeship (passport, university diplomas, language certificates, judicial record etc.)</li></ul> Data collected include: <ul style="list-style-type: none"><li>▪ name</li><li>▪ date and place of birth</li><li>▪ gender</li><li>▪ nationality</li><li>▪ marital status</li><li>▪ family composition</li><li>▪ official address</li><li>▪ emergency contact details, etc.</li></ul>
<b>4. CONTROLLER OF THE PROCESSING OPERATION</b>
The controller responsible for the processing operation is the European External Action Service. The Directorate/Division in charge of the management of the personal data processing is the Division 'Selection and Recruitment' (BA.HR.2) supervised by the Head of Division or his/her Deputy acting on his/her behalf. Furthermore, each Delegation under the supervision of the Head of Delegation will be the co-controller responsible for processing personal data in compliance with the provisions of Regulation (EC) 45/2001.
<b>5. RECIPIENTS OF THE DATA</b>
The recipients of the data are the following, on a strict "need-to-know policy" basis: <ul style="list-style-type: none"><li>▪ Division 'Selection and Recruitment' EEAS BA.HR.2 assigned staff</li><li>▪ Heads of Division and possibly other dedicated staff in the division relevant for the particular recruitment</li><li>▪ Heads of Delegation and Head of Administration in EU Delegations – Co-controllers processing personal data (CVs and other material)</li><li>▪ Members of selection panels including representatives of Council, Commission and EEAS, Appointing Authority</li></ul> The information in question will not be communicated to third parties, except where necessary for the purposes outlined above.
<b>6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA</b>
You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, which will be implemented within 5 working days after your specific request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the following functional mailbox: <a href="mailto:selection-and-recruitment@eeas.europa.eu">selection-and-recruitment@eeas.europa.eu</a>

## **7. LEGAL BASIS FOR THE PROCESSING OPERATION**

The legal basis of the processing operation at stake is:

- 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:

Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on [http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

## **8. TIME LIMIT FOR STORING DATA**

As per 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](https://secure.edps.europa.eu/EDPSWEB/webdav/site/mySite/shared/Documents/Supervision/Guidelines/08-10-10_Guidelines_staff_recruitment_EN.pdf), the recruited applicants' data will be retained for a maximum of 10 years as of the termination of the traineeship.

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.

## **9. CONTACT**

In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

## **10. RECOURSE**

You have at any time the right of recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).