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EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

Staff selection and recruitment (contract and temporary agents)

Data Protection Notice

The European Education and Culture Executive Agency ("EACEA") is committed to preserving the protection of your personal data. This notice provides information on your rights in relation to data protection and on how your personal data are processed by EACEA in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies[1] ("the Data Protection Regulation").

1. Who is responsible for processing your personal data (data controller)?

The controller is EACEA, BE-1049 Brussels
The person designated as being in charge of the processing operation is the Head of Unit R1- People, Workplace and Communication.
The contact Email address is

- For selection: EACEA-HR-SELECTION@ec.europa.eu;
- For recruitment: EACEA-STAFF-MOVES@ec.europa.eu

2. For which purpose do we process your data?

Your personal data are collected and used to select and recruit well-qualified contract and temporary staff with a high degree of professionalism on the broadest possible geographical basis in the EU, through an equitable, transparent, objective and impartial selection process.

The purpose of the processing is also to draw up reserve lists of selected candidates (contract and temporary agents). The reserve lists might be shared with the other Executive Agencies (CINEA, EISMEA, ERCEA, HaDEA and REA) pursuant the Memorandum of Understanding for sharing of the reserve lists (MoU)2.
The TA reserve lists might also be shared with other European Union Institutions and bodies for potential recruitment (only upon specific request) pursuant to an ad hoc agreement between the Institutions.

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

In order to reach this purpose, EACEA is supported by its two contractors:

[1] Regulation (EU) 2018/1725 of the European Parliament and of the 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.
[2] Memorandum of Understanding concerning the Modalities and Procedures of interaction between the Executive Agencies on the Sharing of Reserve Lists- ARES(2022)8128318

- Inasoft who provides an e-recruitment tool (GestMax) to run selections, including publication of vacancy notices, collection of applications and documents submitted by candidates, management of applications for selection and recruitment purposes, general communication with candidates until the announcement of results, interview scheduling, and potentially screening of applications.
- Test Reach for organising "remote" written tests.

3. <u>Which personal data are processed?</u>

In order to carry out the processing operation, the following data may be processed:

- Personal data allowing identification of the candidate: title, surname, first name.
- Information provided by the candidate to contact the candidate and to allow practical organization of interview (and/or written tests): street, postcode, place, country, telephone and email address.
- Information provided by the candidate to allow the verification of the eligibility and selection criteria as laid down in the vacancy notice: nationality, education and training (diploma awarded), professional experience (job title, length, company name, company type and web address of company (optional), main tasks and responsibilities), personal skills and competencies.
- Motivation letter of candidate.
- Information on the bank account and copy of candidate's ID, necessary to process the reimbursement of travel expenses (only in the case candidates have to travel to Brussels for the interview/written tests)
- Birth certificate;
- Criminal record;
- Documents specifying usual place of residence of last 5 years and 6 months;
- National family allowances declaration;
- Statement on position regarding military service;
- Marriage certificate;
- Birth certificate of children;
- Copy of divorce or legal separation;
- Declaration of conflict of interest;
- Family relationship declaration.
- Medical clearance: conclusion of the Commission Medical Service on the pre-recruitment medical examination. No medical data in the strict sense is kept by the Agency.

In the context of the Junior Professional Programme:

- Personnel number,
- First name/Surname,
- Nationality, Gender,
- Date of Birth,
- Entry Date to the Agency,
- Employment Type,
- Grade,
- Information included in the application form (such as professional experience, motivation, etc.).

Providing these data is mandatory for the purpose stated above .

4. <u>Who has access to your personal data and to whom is it disclosed?</u>

Access to your personal data is provided to the EACEA staff responsible for carrying out this processing operation and to any authorised staff according to the "need to know" principle. Such staff abide by statutory confidentiality obligations.

The following recipients may also access to your personal data :

- Authorised staff of the Executive Agencies according to the MoU for the sharing of reserve lists.
- Authorised staff of the other European Union Institutions and bodies for the sharing of TA reserve lists.
- Authorised staff of the European Commission such as PMO for travel reimbursements, establishment of salary and individual rights, payments; Medical Service for the pre-recruitment medical examination; DG HR in the context of the Junior Professional Programme.
- Authorised staff of the EACEA contractors acting as processors: Inasoft and Test Reach that abide by contractual confidentiality requirements. For more information on how your data may be processed by them, please have a look at its privacy statement [Read our Privacy Policy | TestReach]. Please note that only the data mentioned in this data protection and in line with the conditions stipulated herewith are processed by the contactors.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice, the relevant national judge as well as the lawyers and the agents of the parties in case of legal proceedings, the Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, the European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission (IAS), the Court of Auditors, the European Ombudsman, the European Data Protection Supervisor (EDPS) and the European Public Prosecutor's Office (EPPO).

5. How long do we keep your personal data?

EACEA only keeps your personal data for the time necessary to fulfil the above-mentioned purpose and follows the Common Retention List of the European Commission (CRL).

The applications of all candidates together with all other documents containing personal data collected during the selection process are kept in the selection file (electronic version, e-recruitment tool and Ares).

The retention period of the selection file (including the data on the e-recruitment tool) is 2 years after the closing of the reserve list (12.3.4 D bis Common Retention List (CRL) – Commission Decision SEC/2022/400 of 19/12/2022). After this period, the selection file is eliminated.

As regards spontaneous applications, they will be deleted upon reception.

The recruitment working files (exchange of mails between EACEA HR and the staff member, notes to the files, grading calculations etc.) are saved in a restricted HR dedicated drive and/or in the Functional Mailboxes and are kept for maximum 4 years (CRL Point 12.3.17).
The same retention time applies for documents filed in a specific restrict ARES folder (offer of employment, conflict of interest, contracts and medical clearance).

Documents collected from the candidate for their recruitment and that are important for a staff's member career are placed in the staff personal file (paper and electronic version). The retention period of the personal file is 8 years after the extinction of all rights of the person concerned and of any dependents, and for at least 100 years after the recruitment of the person. (CRL 12.3.7.)

The criminal records are checked before recruitment and returned immediately to the data subject.

6. How do we protect and safeguard your personal data?

Relevant organisational and technical measures are taken by EACEA to ensure the security of your personal data.

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. Access to your data is done via authentication system on an individual basis through user-ID and password. Your data resides on the servers of the European Commission, which abide by strict security measures implemented by the European Commission (DG DIGIT) to protect the security and integrity of the relevant electronic assets. EACEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

EACEA's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679.

7. What are your rights concerning your personal data and how can you exercise them?

Under the provisions of the data protection regulation, you have the right to request to the controller to access the personal data that EACEA holds about you and to have your personal data rectified in case your personal data are inaccurate or incomplete.
Where applicable, you have the right to request the erasure of your personal data and to restrict the processing of your personal data.

You are also entitled to object to the processing of your personal data on grounds relating to your particular situation at any time unless EACEA demonstrates compelling and overriding legitimate grounds or in case of legal claims.

You have to right to data portability.

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

The right to rectify information can only apply to the factual data processed within the concerned selection procedure. The right to rectify these data can only be exercised up to the closing date for submission of applications. However, inaccurate identification factual data may be rectified at any time during and after the selection procedure.

However, the data controller may restrict the rights of the data subjects based on article 25 of the Data Protection Regulation (in exceptional circumstances and with the safeguards laid down in the Regulation. Such restrictions are provided for in the internal rules adopted by EACEA and published in the Official Journal of the European Union.[3]

Such a restriction will be proportionate, limited in time, and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. In principle, you will be informed on the principal reasons for a restriction unless this information may cancel the effect of the restriction. A more specific data protection notice may apply in such case.

8. Contact Information

If you have questions or wish to exercise your rights under the Data Protection Regulation or if you want or to submit a complaint regarding the processing of your personal data, you are invited to contact the Data Controller (see contact details above).

You can also contact the Data Protection Officer of EACEA at the following email address: eacea-data-protection@ec.europa.eu.

You may lodge a complaint with the European Data Protection Supervisor: http://www.edps.europa.eu.

9. On which legal basis are we processing your personal data?

We process your personal data, because of Article 5 (1) (a) and (d) of the Data Protection Regulation:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (as laid down in Union Law);
- the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

For the purposes of Article 5(1)(a):

- Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Education and Culture Executive Agency;
- Commission Decision C(2021)951 of 12 February 2021 delegating powers to the European Education and Culture Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of education, audiovisual and culture, citizenship and solidarity;
- Regulation No 31 (EEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.

[3] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29

- Commission decision C(2017)6760 final of 16/10/2017 on the general implementing provisions on the procedures governing the engagement and the use of contract staff adopted by analogy by EACEA Decision of the Steering Committee EA_2017_SC04_D4ia of December 2017.
- Decision of the EACEA Steering Committee laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union (Ares (2015) 1412826 of 31/03/2015).
- EACEA Guidelines for Temporary Agents (TA 2f) and Contract Agent selection.

For the purposes of point (Article 5(1)(d) consent will be used:

- For the pre-existing (before the MoU) TA/CA reserve lists (from 2018 to 2022), to share the list.
- Following the MoU, new CA vacancy notices include a clear explanation that the Reserve List might eventually be shared on the Common Repository between Executive Agencies. For those TA/CA vacancies where sharing the Reserve List in the Repository is not initially specified in the vacancy, candidates' consent will be explicitly required. z

Electronically signed on 17/11/2025 16:49 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121