



RECORD OF PERSONAL DATA PROCESSING

Art. 31 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 (henceforth the "Regulation")

Record n°

08-2019

In accordance with Article 31 of Regulation 2018/1725, individuals whose personal data are processed by the Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing operations.

This record covers two aspects:

- 1. Mandatory records under Art 31 of the Regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out*
- Record of a new data processing operation prior to its implementation*
- Change of a data processing operation.*

Staff selection and recruitment (contract and temporary agents)	
1	Last update of this record (where applicable) The last update of this record is from March 2023 (registration n°08-2019).
2	Short description of the processing The main steps of staff selection and recruitment can be summarised as follows: For each selection the HR create a "selection file" in Ares that contains all documents

	<p>related to this specific selection such as CVs and motivation letters of candidates, Selection Board (SB) appointment, declaration of confidentiality and absence of conflict of interest, minutes of SB meetings, evaluation grids of candidates.</p> <p>The Selection Board assess the applications, against pre-defined selection criteria established according to the job description. Based on the scoring assigned, the Selection Board decides on the candidates to invite to the interview (and/or written test). Once the interviews are concluded (and, if applicable, the written tests corrected), the Selection Board establishes a list of candidates.</p> <p>Based on a recruitment decision made by the Director, the HR contact the selected candidate and collect all documents necessary to prepare the contract and establish the individual rights.</p>
Part 1 - Article 31 Record	
3	<p>Name of the Controller Unit(s) and/or function of person acting on behalf of the Controller</p> <p>European Education and Culture Executive Agency Head of Unit R1: People, Workplace and Communication Email: EACEA-HR-SELECTION@ec.europa.eu EACEA-STAFF-MOVES@ec.europa.eu</p>
4	<p>Contact details of the Data Protection Officer (DPO)</p> <p>EACEA-data-protection@ec.europa.eu</p>
5	<p>Name and contact details of joint controller (where applicable)</p> <p>N/A</p>
6	<p>Name and contact details of processor (where applicable)</p> <p>TestReach - in case of written tests organised in remote. Email: info@testreach.com</p>
7	<p>Purpose of the processing</p> <p>The objective of the procedure is the selection and recruitment of 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) or other European Union Institutions and bodies for potential recruitment (only TA reserve list and upon specific request).</p>
8	<p>Description of the categories of data subjects</p> <p>Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well</p>

	<p>(e.g. suspects vs. witnesses in administrative inquiries)</p> <p><input checked="" type="checkbox"/> EACEA staff or staff from other institutions or bodies as members of the Selection Board</p> <p><input type="checkbox"/> Visitors to the Agency</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input checked="" type="checkbox"/> Applicants</p> <p><input checked="" type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p> <p><input type="checkbox"/> Beneficiaries</p> <p><input type="checkbox"/> External experts</p> <p><input type="checkbox"/> Contractors</p> <p><input type="checkbox"/> Other, please specify:</p>
9	<p>Description of personal data categories</p>
	<p><i>a) Categories of personal data:</i></p> <p><input checked="" type="checkbox"/> in the form of personal identification numbers: <u>recruited staff are asked to provide documents referring to their nationality (passport or identity card)</u></p> <p><input checked="" type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints: <u>Video record in the context of online written test</u></p> <p><input checked="" type="checkbox"/> concerning the data subject's private sphere: <u>birth certificate, marriage certificate, copy of divorce or legal separation, birth certificate of children</u></p> <p><input checked="" type="checkbox"/> concerning pay, allowances and <u>bank accounts</u></p> <p><input checked="" type="checkbox"/> concerning recruitment and <u>contracts</u></p> <p><input checked="" type="checkbox"/> concerning the data subject's family <u>for the determination of allowances.</u></p> <ul style="list-style-type: none"> • If partner of the staff member work in the European Commission or other EU Institutions we ask: <u>family relationship; name; assignment; function</u> in order to establish to whom the allowances will be paid. • Upon recruitment each candidate needs to fill in a declaration of conflict of interest and a family relationship declaration. <p><input checked="" type="checkbox"/> concerning the <u>data subject's career</u></p> <p><input type="checkbox"/> concerning leave and absences</p> <p><input checked="" type="checkbox"/> concerning missions and <u>journeys</u></p> <p><input type="checkbox"/> concerning social security and pensions</p> <p><input type="checkbox"/> concerning expenses and medical benefits</p> <p><input checked="" type="checkbox"/> concerning telephone numbers and communications</p> <p><input checked="" type="checkbox"/> concerning names and addresses (including email addresses)</p> <p><input checked="" type="checkbox"/> Other: please specify:</p> <ul style="list-style-type: none"> - studies and training,

	<ul style="list-style-type: none"> - any information contained in a CV, - statement on position regarding military service, - documents specifying usual place of residence of last 5 years and 6 months. - Written answers submitted by candidates, and comments by evaluators <p>In the context of the <i>Junior Professional Programme</i>:</p> <ul style="list-style-type: none"> • Personnel number, • First name/Surname, • Nationality, Gender, • Date of Birth, • Entry Date to the Agency, • Employment Type, • Grade, • Professional experience. <p>b) Categories of personal data processing likely to present <u>specific risks</u>:</p> <p><input checked="" type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures <u>criminal record</u> which are checked before recruitment and returned immediately to the data subject</p> <p><input checked="" type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</p> <p>c) Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10):</p> <p><input type="checkbox"/> revealing racial or ethnic origin</p> <p><input type="checkbox"/> revealing political opinions</p> <p><input type="checkbox"/> revealing religious or philosophical beliefs</p> <p><input type="checkbox"/> revealing trade-union membership</p> <p><input checked="" type="checkbox"/> concerning health: upon sending the invitation to an interview/written test, the candidates are asked to indicate if they need special arrangements to access the building or to take the tests. Conclusion of the Commission Medical Service on the pre-recruitment medical examination. It is, however, important to mention that no medical data in the strict sense is kept by the Agency.</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p>d) Specify any additional data or explanatory information on the data being processed, if any: _____</p>
10	<p>Retention time (time limit for keeping the personal data)</p> <p>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 and Ares).</p> <p>The retention period of the selection file is 2 years after the closing of the reserve list (section 12.3.4 D bis of the Common Retention List (CRL) – Commission Decision SEC/2022/400 of 19/12/2022)). After this period, the selection file is eliminated.</p> <p>TestReach keeps the personal data collected for a period of 6 months after the written test,</p>

	<p>and then anonymise it. TestReach keeps the video data for a period of 6 month after the written test. After that period, videos are securely deleted, unless EACEA request to return them in a commonly agreed format in special circumstances (e.g.: in case of appeals by candidates or in case an incident occurs during the exam and the test is suspended). In such case, the recording will be kept by EACEA for the time necessary to handle the incident or complaint/litigation.</p> <p>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).</p> <p>The same retention time applies for documents filed in a specific restrict ARES folder (offer of employment, conflict of interest, contracts and medical clearance).</p> <p>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 dependants, and for at least 100 years after the recruitment of the person (CRL Point 12.3.7)</p> <p>Is any further processing for historical, statistical or scientific purposes envisaged? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Before eliminating the selection files, HR may prepare a list with anonymised data (gender/nationality and category) for statistical reporting.</p>
11	<p>Recipients of the data</p> <p>Who will have access to the data within the Agency or outside?</p> <p>Access to your personal data may be given on a need-to know basis to the following recipients:</p> <ul style="list-style-type: none"> • The Human Resources Unit of EACEA • Members of the Selection Board • Heads of Unit of EACEA and their secretary when processing data under their authority and supervision • Heads of Department of EACEA and their secretary or assistant when processing data under their authority and supervision • The Director of EACEA and their secretary or assistant when processing data under their authority and supervision • The legal team of EACEA (in case of complaints) • Relevant European Commission services, in particular: <ul style="list-style-type: none"> ○ PMO, designated financial teams at EACEA (salary calculation and payment and determination of Individual Entitlements for active staff—allowances and reimbursements on taking up appointment and transfer) ○ European Commission: Medical Service (for the pre-recruitment medical examination) ○ Commission (DG HR.B.1) (in the context of the <i>Junior Professional Programme</i>) • When written tests are organised in remote, the support team and invigilator team of Test Reach. <p>The reserve lists for contract and temporary agents might be shared with the Human Resources and Directors of Executive Agencies (CINEA, EISMEA, ERCEA, HaDEA and</p>

	<p>REA), or other European Union Institutions and bodies.</p> <p>In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes, in particular, the following recipients:</p> <ul style="list-style-type: none"> • The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure; • The European Anti-Fraud Office (OLAF); • The Internal Audit Service of the Commission • The Investigation and Disciplinary Office of the Commission (IDOC) • The European Court of Auditors • The European Ombudsman • The European Public Prosecutor's Office • EU courts and national authorities
12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>No</p>
13	<p>General description of the technical and organisational security measures</p> <p>The European Commission's IT systems used by the Agency abide by the Commission's security guidelines. The Agency must comply with Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.</p> <p>1. Organisational measures:</p> <p>A Corporate Local Informatics Security Officer (C-LISO) is in place. Its role includes supervising the Agency compliance with the relevant regulations, and the application of security measures recommend by DIGIT.</p> <p>Organisational measures include appropriate access rights and access control. As a rule within the Agency, access to information systems, the file system or offices are subject to a series of authorisations where the person granting the access is different from the person requesting or authorising the access - except in limited cases of delegation.</p> <p>The HR person responsible collects and places the documents either in a confidential file which is kept under locks in the HR offices accessible only to designated HR staff on a need-to-know basis or in the staff personal files, which are kept under locks accessible only to designated HR staff on a need-to-know basis. For electronic documents the HR responsible person in the unit collects and places the documents in secured drives of the Commission. All Agency staff are bound by a confidentiality obligation and the need to know principle applies in all cases.</p> <p>2. Technical measures:</p> <p>State of the art technical cybersecurity measures are implemented in the corporate systems, according to the security needs. Those measures are in constant evolution.</p>
14	<p>Information to data subjects / Privacy Statement</p>

	<p>The Privacy statement for staff selection and recruitment is published on the web page of the Agency and on the intranet. When organizing a written test EACEA informs candidates invited to do the test in remote by sending them specific Privacy statement for Staff selection (TA2f): online written.</p>
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