



## **Data Protection Notice for internal selection and recruitment procedure in EISMEA**

**Your personal data** is processed in accordance with Regulation (EU) No 2018/1725<sup>1</sup> on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

**The data controller** of the processing operation is Head of Unit C.02 People, Workplace and Operational Coordination Support of the European Innovation Council and SMEs Executive Agency (EISMEA).

**The following entity(ies) is/are acting as Processor(s)** on behalf of the controller on a need-to-know basis: external service providers in charge of the written/competency test (e.g. TestReach).

The data controller may use video conferencing tools to hold online interview and written/competency tests.

**The legal basis** for the processing activities are:

- Article 5(1)(a) of Regulation (EU) 2018/1725 because the 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<sup>2</sup> laid down in Union law and because the processing is necessary for the management and functioning of the Union institution or body (Recital (22) of Regulation (EU) 2018/1725;
- Article 5(1)(b) of Regulation (EU) 2018/1725 because processing is necessary for compliance with a legal obligation to which the controller is subject laid down in Union law, in particular the relevant provisions of the Staff Regulation<sup>3</sup>;
- Article 5(1)(d) of Regulation (EU) No 2018/1725 based on your explicit consent to process your personal data for one or more specific purposes as detailed below.

**The purpose** of this processing operation is to manage internal selection and recruitment procedures within EISMEA; to manage and check the use of reserve lists when applicable and to constitute personal files for recruited staff.

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<sup>1</sup> 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 (OJ L295/39 of 21.11.2018).

<sup>2</sup> *EISMEA Establishment Act*: Commission Implementing Decision (EU) [2021/173](#) of 12 February 2021 establishing the **European Innovation Council and SMEs Executive Agency** (OJ L 50/9 of 15.2.2021).

*Act of Delegation*: [Commission Decision C\(2021\)949](#) delegating powers to the **European Innovation Council and SMEs Executive Agency** with a view to the performance of tasks linked to the implementation of Union programmes in the field of Innovative Europe, Single Market and Interregional Innovation Investments comprising, in particular, implementation of appropriations entered in the general budget of the Union.

<sup>3</sup> Staff Regulations of Officials of the European Communities laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and following amendments, in particular Title II for temporary agents and Title IV for contract agents (OJ 45/1385 of 14.6.1962), and in particular:

- Articles 12-15 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for temporary agents).
- Articles 82-84 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for contract agents).
- Steering Committee Decision (2015) of 23 March 2015 on the Engagement and use of Temporary Agents;
- Steering Committee Decision (2017) of 14 December 2017 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff.

**The following of your personal data are collected:** your first name, last name, title, CV, contractual status and grade, function, professional / personal e-mail address, phone number, professional experience. These personal data are **mandatory** for the purpose outline above.

We will also consult your Sysper profile in order to check information relevant to assess your application against the vacancy notice, such as probationary period, confirmation of grade etc.

**The recipients** of your personal data will be authorised EISMEA staff in charge of internal selection and recruitment procedure including the Selection Committee, authorised staff of external contractors eg for written/competency tests (if applicable); relevant hierarchy and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF), law enforcement bodies.

Your personal data **will not be transferred** to third countries or international organisations unless otherwise provided for the use of third party conferencing/ testing tools.

The processing of your data will **not include automated decision-making** (such as profiling).

**The following technical and organisational security measures** are in place to safeguard the processing of your personal data: Electronic communication and files are secured for internal communication purposes. Personal data are processed on a need-to-know basis by authorised staff only, with limited access rights to files stored on secured Servers subject to the **European Commission's security Decision [2017/46](#)** of 10 January 2017. Paper files are stored in locked cupboards.

**Your personal data** will be kept for a maximum period of **2 years** from the deadline to apply for this position. Data will be deleted at the end of this period.

**You have the right** to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

Your right to information, access, rectification, erasure, restriction or objection to the processing, communication of a personal data breach or confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the **applicable [Restriction Decision](#)** in accordance with Article 25 of Regulation (EU) 2018/1725.

If you have **any queries** concerning the processing of your personal data, you may address them to Head of Unit C.02 (entity acting as data controller) via [EISMEA-HR-RECRUITMENT@ec.europa.eu](mailto:EISMEA-HR-RECRUITMENT@ec.europa.eu).

**You shall have right** of recourse at any time to the EISMEA Data Protection Officer at [EISMEA-DPO@ec.europa.eu](mailto:EISMEA-DPO@ec.europa.eu) and to the European Data Protection Supervisor at <https://edps.europa.eu>.

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