



PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: *Selection, appointment and, possibly, recruitment of senior officials in the Commission, of the (Executive) Director of regulatory agencies / joint undertakings as well as of other senior management functions, including in other EU institutions/bodies, where the Commission is requested to provide the appointing authority with a shortlist of suitable candidates.*

Data Controller: *Directorate-General for Human Resources and Security / Unit responsible for Executive Staff (HR.02)*

Record reference: *DPR-EC-02431.3*

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reasons for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "*Selection, appointment and, possibly, recruitment of senior officials in the Commission, of the (Executive) Director of regulatory agencies/joint undertakings as well as of other senior management functions, including in other EU institutions/bodies, where the Commission is requested to provide the appointing authority with a shortlist of suitable candidates*", undertaken by the unit responsible for Executive Staff (HR.02) in the Directorate-General for Human Resources and Security is presented below.

2. Why and how do we process your personal data?

The unit responsible for Executive Staff in DG Human Resources and Security (HR.02) collects and uses your personal information to organise and manage the process to select, appoint and, where applicable, recruit the senior officials in the Commission, the (Executive) Director of regulatory agencies/joint undertakings as well as other senior management functions, including in other EU institutions/bodies, where the Commission is requested to provide the appointing authority with a shortlist of suitable candidates. We collect and use data in view of ensuring that the best-suited candidate is selected, appointed and, where applicable, recruited for a particular position.

In particular, we use data that you provide in your curriculum vitae and motivation letter as well as other data provided during the selection process. This may include data coming from interviews with selection panels, or from an assessment centre performed by an external Human Resources service provider, where your management skills are assessed against the competency profile for senior managers in the European Commission.

Data relating to your application, including CV, motivation letter, the evaluation of your performance during different selection interviews and following an assessment centre will be transmitted to the identified colleagues on a need-to-know basis at the appropriate moment of the selection process.

If you are shortlisted for an interview with the CCA (Consultative Committee on Appointments), the external Human Resources service provider will be provided with your CV (including your contact details) and motivation letter in order to organise the tests of the assessment centre.

If you are not an official in an EU Institution and you were to be appointed to a senior management function in the European Commission, we will also process personal data relating to your recruitment.

Most data handling will be manual, although we use IT tools to support our work. Your personal data will not be used for automated decision-making, including profiling.

3. On what legal ground(s) do we process your personal data

In compliance with Article 5.1 a) of the Regulation (EU 2018/1725), we process your personal data, because 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.

The legal basis for the processing is:

- Articles 4, 27, 28, 29 31, 32 and 33 of the Staff Regulations of officials of the European Union;
- Articles 2, 12 and 13 of the Conditions of Employment of other servants of the European Union;
- Article 11 and 11(a) of the Staff Regulations 2014 for forms as regards conflicts of interest;
- Article 53 of the 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;
- Compilation Document on Senior Officials Policy (SEC(2004) 1352/2);
- Commission Decision of 7 February 2007 on the Rules of Procedure for the Consultative Committee on Appointments (C(2007) 380);
- Commission decision of 16 December 2013 on policies for the engagement and use of temporary agents (C(2013) 9049);
- Conclusion 277-17 concerning the rules on financial contributions towards travel and subsistence expenses.

4. Which personal data do we collect and further process?

In order to carry out this processing operation, the unit responsible for Executive Staff in DG Human Resources and Security (HR.02) collects the following categories of personal data:

- a) Information contained in your CV and motivation letter as well as any other information specific to your application:
 - Full name, gender, nationality, date and place of birth;
 - Contact details (email address, telephone number, mobile telephone number, postal address);
 - Education, qualifications and diplomas (date of award of degree);
 - Professional experience (length and level);
 - Managerial, Advisory or High level experience (length and level);
 - Language skills;
- b) For officials already employed by an EU Institution, in addition to the above-mentioned information:
 - Personal number;
 - Grade and seniority in the grade;
 - Job assignments;
 - Last annual appraisal report.

NB: The reference to the personal number is fully optional; any absence of an answer will have no consequences on the application.
- c) Assessment of suitability and performance during interviews, at different stages of the procedure;
- d) Results of the assessment centre.

If you have been invited for an interview with the Consultative Committee on Appointment and you are or have been employed by the European Commission, we will consult your personal file to verify whether you might have been subject to disciplinary procedures that have led to a sanction.

We will also consult the Investigation and Disciplinary Office of the Commission (IDOC) to check whether there are any ongoing disciplinary proceedings.

DG HR is using the services of an external Human Resources service provider to assess the management competencies of the candidates shortlisted for an interview with the CCA (Consultative Committee on Appointments). If you are shortlisted for such interview, the external HR service provider will be provided with your CV (including the contact details) and motivation letter in order to organise the tests of the assessment centre. The results of your assessment centre will be compiled in an individual report.

In the case you were to be appointed to a senior management function and are currently not an official in an EU Institution, you will need to provide additional personal data in view of your recruitment and establishment of your rights upon entry into service:

- a) Document proving your nationality (passport or identity card);
- b) Recent extract of a police file or certificate of good conduct as established for entry to the Civil Service by the authorities of your country of residence;
- c) Copy of your qualifications / diplomas (at university level);
- d) Signed references from previous employers confirming the duration of employment and level of responsibility and salary slip from your current employer;
- e) Identity photograph;
- f) Declaration of personal and / or financial interests, personal and / or financial interests of family members and / or of third persons that could compromise your independence, etc¹.
- g) If appropriate, marriage certificate and / or divorce or legal separation judgments; birth certificate(s) of child(ren) and an official declaration of your position concerning military service.

You will also need to provide, for reimbursement purposes, your bank details (bank account number, bank address, copy of bank account sheet) and legal entity details.

The provision of personal data is mandatory to organise and run the selection and recruitment procedures. If you do not provide your personal data, the European Commission will not be in a position to take your application into consideration.

No data falling under Article 10 of the Regulation (EU) 2018/1725 are processed. However, if you are or have been employed by the European Commission, some data related to ongoing disciplinary procedures might be processed by contacting IDOC.

5. How long do we keep your personal data?

The unit responsible for Executive Staff in DG Human Resources and Security (HR.02) only keeps your personal data as long as necessary to fulfil the purpose of collection. Selection files are destroyed 10 years after the closure of the procedure. In case of legal action against the appointment decision, the file is put on legal hold and the 10-year retention period is extended up to one year after the final decision.

Information entered in the CV-Online database is erased one year following the deadline for applications of the function you have applied to.

The assessment centre service provider destroys your personal data 5 years after the date of the assessment centre.

¹ Note that if the candidate has a “family interest” to report, they may provide information on their spouse, partner or household members. These persons can also exercise their rights described in article 7 regarding the data that concerns them.

Any other information related to financial obligations is kept in accordance with the Financial Regulations.

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

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission'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](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, encrypted files, 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.

7. Who has access to your personal data and to whom is it disclosed?

Your personal data will be made available to Commission staff responsible for carrying out the selection procedure or contributing to it and to authorised staff including staff of the assessment centre service provider according to the "need to know" principle. Such staff abide by statutory obligations, and when required, additional confidentiality agreements.

Potential categories of recipients who may be provided access to the categories of data that are relevant for their role in the procedure, on a need to know principle, include (in no particular order):

- The Secretary-General of the Commission;
- The Director-General of DG Human Resources and Security;
- The Permanent Rapporteur to the CCA;
- The Rapporteur for the procedure;
- The Director-General of the Directorate-General in charge of organising the preselection procedure;
- Members of the Commission as well as members of their Private Offices, in particular:
 - o The Head of the Private Office of the President of the Commission;
 - o The Head of the Private Office of the Member of the Commission responsible for human resources;
 - o The Head of the Private Office of the Member of the Commission responsible for the recruiting Directorate-General;
- The HR Correspondent of the Directorate-General in charge of organising the selection procedure;
- The members of preselection panels and authorised observers attending these interviews;
- The members of the Consultative Committee on Appointments and authorised observers attending these interviews;
- The staff in DG Human Resources and Security, in particular in the unit responsible for Executive Staff (HR.02), the unit responsible for ethics (HR.F.5) and the sector in charge of personal files (HR.D.2.003);
- The secretary to the preselection panel;

- The Director responsible for the Greffe in the Secretariat-General as well as staff in the unit responsible for Oral Procedure & College Meetings (SG.DSG1.B.1);
- The Members of a Management Board (or equivalent) of an EU regulatory agency/joint undertaking or equivalent;
- Members of the European Parliament and/or of the Council of the European Union;
- The observers from outside EU institutions participating in selection panels;
- The appointing authorities outside the EU institutions who take an appointment decision on the basis of a shortlist adopted by the European Commission;
- The external human resources experts specialised in the recruitment of senior management staff;
- The Office for Administration and Payment of Individual Entitlements (PMO) for determination of various rights and for reimbursement purposes;
- The Medical Service of the Commission;
- The Investigation and Disciplinary Office of the Commission (IDOC).

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

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.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.02, (HR-MAIL-02@ec.europa.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with

regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor [_edps@edps.europa.eu](mailto:edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference DPR-EC-02431.3.