



Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of 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

Part I – Article 31 Record (this part is publicly available)

Nr.	Item	Description
AD selection – Restricted Area		
1.	Last update of this record	12/05/2022
2.	Reference number [For tracking, please contact the DP Office for obtaining a reference number.]	
3.	Name and contact details of controller [Use functional mailboxes, not personal ones, as far as possible - this saves time when updating records and contributes to business continuity.]	Head of Human Resources Unit hohrconfidential@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller (where applicable) [If you are jointly responsible with another EUI or another organisation, please indicate so here (e.g. two EUIs with shared medical service). If this is the case, make sure to mention in the description who is in charge of what and whom people can address for their queries.]	Not applicable
6.	Name and contact details of processor (where applicable) [If you use a processor (contractor) to process personal data on your behalf, please indicate so (e.g. 360° evaluations, outsourced IT services or	Not applicable

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	pre-employment medical checks).]	
7.	<p>Purpose of the processing</p> <p>[Very concise description of what you intend to achieve; if you do this on a specific legal basis, mention it as well (e.g. staff regulations for selection procedures).]</p>	<p>The AD selection Restricted Area is a web based platform for the Selection Board and the HR consultancy company to access and exchange the required selection related information in a secure environment with very limited access.</p> <p>The Restricted Area will include the selection materials such as applications of candidates, shortlisting grids, interview and written test questions, interview schedule, evaluation grids, declarations of confidentiality and CoI, etc.</p> <p>The selection was decided by the College in March 2022 and was launched on 22 March 2022. The process will be organized in accordance with the EB decision 2022-01.</p>
8.	<p>Description of categories of persons whose data are processed and list of data categories</p> <p>[In case data categories differ between different categories of persons, please explain as well.]</p>	<ul style="list-style-type: none"> - 3 main Selection Board members (2 College members and one EC member), if alternates need to be involved they will also get access; - 2 HR consultants from the service provider Eurojust holds a contract with; - Head of Human Resources Unit; - Head of Sector Recruitment and Development. <p>From all the above persons the name and email addresses will be collected to enable the access.</p>
9.	<p>Time limit for keeping the data</p> <p>[Indicate your administrative retention period including its starting point; differentiate between categories of persons or data where needed (e.g. in selection procedures: candidates who made it onto the reserve list vs. those who did not).]</p>	<p>The personal data will be kept until the end of the selection procedure, when it will be transferred to the HR electronic record system where the data retention applicable to all external selections will apply. The data will be deleted from the Restricted Area.</p>
10.	<p>Recipients of the data</p> <p>[Who will have access to the data within Eurojust? Who outside Eurojust will have access? Note: no need to mention entities that may have access in the course of a particular investigation (e.g. OLAF, EO, EDPS).]</p>	<ul style="list-style-type: none"> - The people mentioned under section 8 have access to documents and files stored in the Restricted Area - Information Management Unit Back Office has Admin accesses to set up and support the Restricted Area.

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11.	<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>[E.g. processor in a third country using standard contractual clauses, a third-country public authority you cooperate with based on a treaty. If needed, consult DPO for more information on how to ensure safeguards.]</p>	no
12.	<p>General description of security measures, where possible.</p> <p>[Include a general description of your security measures that you could also provide to the public.]</p>	<p>The access is very limited and all personal data is stored securely.</p> <p>All electronic and hard copies of documents including personal data are stored securely in secure system, in Eurojust premises, with limited access to duly authorised Eurojust staff only.</p>
13.	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p> <p>[While publishing the data protection notice is not strictly speaking part of the record, doing so increases transparency and adds no administrative burden, since it already exists.]</p>	<p>Data subjects are informed though the Data Protection notice in the Eurojust public website.</p>