



## Data Protection Notice for selection and management of interim staff at HaDEA

The European Health and Digital Executive Agency (HaDEA or Agency) processes your personal data<sup>1</sup> in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#)<sup>2</sup> on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

This Data Protection Notice describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

To ensure business continuity and provide temporary solutions in the case of staff absences, in accordance with HaDEA policy on the replacement of staff during absences, HaDEA may engage interim staff via temporary recruitment agencies.

The **purpose** of the processing of personal data is to assess the expertise and suitability of candidates interim staff based on the Agency's needs and, upon engagement, to manage the interim contract.

More specifically, at the explicit request of the Agency's HR team, temporary recruitment agencies may send CVs of candidates whose profiles are needed by HaDEA. HaDEA may organise interviews with candidates, engage selected candidates and assign them to demanding units.

**The data controller** of the processing operation is Head of Unit C.3 Staff, Communication and support of the European Health and Digital Executive Agency (HaDEA).

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

- Article 5.1(a) of Regulation (EU) 2018/1725 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).

More specifically, the processing of personal data is necessary for the management and functioning of the Union Institutions or bodies (Recital 22 of Regulation (EU) 2018/1725).

- Article 5.1(c) of Regulation (EU) 2018/1725 because processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

### The following of your personal data are collected and processed:

- Personal data allowing to identify the candidate, i.e. surname, first name, date of

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<sup>1</sup> **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

<sup>2</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).

- birth, gender, ID documentation, nationality, national number;
- Information to allow the practical organization of:
  - contacting the candidate, if any, i.e. address information: street, postcode, town, country, telephone, e-mail;
  - selecting the candidate: CV (e.g. education, university degree / diploma, date of award of degree, length of professional experience, languages);
- Information on identity cards/passports required to issue interim agents with badges to enter premises and access to the IT system;
- Employment record such as time sheets including leaves and absences, and reason of absences;
- Declarations of commitment for interim staff “interimaire”;
- Information about disability might be requested in order to facilitate the access of the interim agent to the Agency premises and adapt the working space. This category of personal data is processed based on Article 10.2(b) of Regulation (EU) 2018/1725.

Interim staff may spontaneously reveal further types of data not enumerated in the present Data Protection Notice. However, HaDEA does not actively request or collect data other than those listed in this Notice.

The above-mentioned personal data are **mandatory** for the purpose(s) outlined above.

**The data are collected from:**

- the temporary recruitment agency;
- interim staff.

**The recipients** of your personal data on a need to know basis will be:

- authorised staff of the Agency in charge of recruitment and administration of the People (HR) Sector;
- authorised staff of the Finance Unit C.2.1 in the Agency;
- Director/Heads of Departments/Heads of Units/Heads of Sector/Team Leaders of the requesting service;
- HaDEA’s IT support staff.

**Processors:**

- OIB providing security services (e.g. badges, access to the building)
- DIGIT to create the profile in SYSPER and the related IT working environment of the interimaire (e.g. email address or any other required IT environment)

Also, if appropriate, access will be given to:

- the European Commission’s Internal Audit Service;
- the European Ombudsman;
- the European Court of Justice;
- the Anti-Fraud Office of the European Commission (OLAF);
- the European Court of Auditors ;
- the HaDEA Data Protection Officer;
- the members of the HaDEA Legal Sector;
- the European Data Protection Supervisor;

- the European Public Prosecutor (EPPO).

Your personal data **will not be transferred** to third countries or international organisations.

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

### **Retention period**

Employment records, copies of the timesheets and confidentiality and non-conflict of interest declarations are kept 5 years after the execution of the last payment to the interim staff.

CVs will be kept for the entire duration of the assignment; they will be deleted after the end of the assignment.

The retention periods for personal data encoded in SYSPER are governed by its privacy statement ([here](#)).

**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 a restriction of or to object to processing, to request a copy or erasure of your personal data held by the data controller.

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

If you have **any queries** concerning the processing of your personal data or wish to exercise any of the rights described above, you may address them to Head of Unit C.3 (entity acting as data controller) via [HADEA-TALENT-SELECTION@ec.europa.eu](mailto:HADEA-TALENT-SELECTION@ec.europa.eu) or to HaDEA Data Protection Officer at [HADEA-DPO@ec.europa.eu](mailto:HADEA-DPO@ec.europa.eu).

**You shall have right** of recourse at any time to the European Data Protection Supervisor at <https://edps.europa.eu/>