



Data Protection Notice for internal & external selection and recruitment procedures in HaDEA

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.

HaDEA protects the fundamental rights and freedoms of natural persons and in particular your right to privacy and the protection of your personal data.

Your personal data are processed in accordance with Regulation (EU) No 2018/1725¹ 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.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).

The purpose of this processing operation is to manage Contract Agent 3(a) and Temporary Agent 2(f) selections, and notably for operations related to Spontaneous Applications, Internal Publications, Inter-Agency Mobility publications, applications of Contract Agent candidates registered for Contract Agent Selection Tests (CAST) with the European Personnel Selection Office (EPSO) and applications for Temporary Agent 2(f) Calls for Expression of Interest. For spontaneous applications, the contacts details will be processed for the purpose of establishing a list of email addresses to which information on HaDEAs vacancies is sent.

The following of your personal data are collected and processed:

- Personal data allowing to identify the candidate , i.e. surname, first name, date of birth, gender, ID documentation, nationality;

¹ 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).

- Information to allow the practical organisation of preselection and other tests, if any, i.e. address information: street, postcode, town, country, telephone, fax, e-mail;
- Information to verify whether the candidate fulfils the eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, languages, education, employment record, professional experience, military/civil service record, other relevant for the job skills such as knowledge of computer software, reference (Contact details of referees or performance reports);
- Information about the length of the legal notice period required, objection against inquiry with present employer, periods spent abroad, references, motivation, declaration of honour as well as where the vacancy notice was found;
- If applicable, results of the pre-selection or written²/oral tests (i.e. temporary staff, contract staff and seconded national experts);
- Outcome of EPSO CAST results (for candidates for Contract Agent posts) and supplementary forms of evaluation carried out by the Agency (e.g. written tests);
- Data required for the establishment of individual rights and allowances (birth certificate, marriage/divorce certificate, birth certificate of children, certificate proving continuing school attendance for any children over 16 years of age, family and household allowances received from other sources, data concerning the identity of, children, spouse/s);
- Information regarding criminal records;
- Bank account details (Financial Identification form) – for candidates invited for an interview and pre-employment medical visit having the right to be reimbursed);
- Medical data in the context of the pre-employment medical visit of candidates who received a job offer and accepted it (not applicable to SNEs);
- Information about disability might be requested in order to facilitate the access of the candidate to the HaDEA premises and to adapt the space for the interviews and tests;
- In addition, for candidates who already work(ed) for EU Institutions we may 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.

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

Due to the necessity to carry out on-line recruitment during the COVID 19 pandemic, remote invigilation will be established for the recruitment of certain type of contracts. Candidates will be invigilated during the written test. No filming and no recording of the examination process will take place.

² The written tests are pseudonymised (attributed to an anonymous reference) during the test and remain anonymous during the correction phase. At the end of the process, the references of the written tests are matched with the names of the candidates, to calculate the final score of the selection process.

The recipients/processors of your personal data on a need-to-know basis will be:

- authorised staff in charge of recruitment and administration of the HaDEA People (HR) Sector;
- Members of the selection committee for temporary staff, contract staff and seconded national experts positions;
- authorised staff of the competent HaDEA Financial support and control Unit (for the purpose of reimbursement of travel costs related to interviews);
- authorised staff of DG HR of the European Commission (for the Medical service)
- authorised staff of the Commission Pay Master's Office (PMO) (for selected candidates);
- Heads of Departments;
- Authority authorised to conclude contracts of employment (Director of HaDEA).

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.

If you are put on a reserve list (i.e. temporary staff, contract staff) and should a similar vacancy arise in another HaDEA unit, authorised persons of this unit can have access to your CV and results of your evaluation. The same would apply in case of sharing of reserve lists across Executive Agencies – your consent would be required before sharing the CVs.

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).

We obtain the data, directly submitted by applicants either from:

- SYSPER for applications of HaDEA staff members for Internal Publications;
- the CAST database managed by EPSO for Contract Agent applications;
- the Functional Mailbox (FMB) HADEA-TALENT-SELECTION@ec.europa.eu
- for spontaneous applications, from the FMB (please note that the data sometimes is forwarded to the FMB when the spontaneous application is sent to a HaDEA staff member).

Your personal data will be kept according to the following time limits of storing data, in line with the Common Retention List of the Commission:

- Should you be recruited, then your personal data will be retained for 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.
- File on each candidate for a contract staff post (application letter, exams, etc.) or a temporary staff post eliminated during the procedure will be kept for a period of maximum 5 years.

- File on each candidate for a contract staff post (application letter, exams, etc.), a temporary staff post entered on a reserve list (in the case of contract staff and temporary interpreters or translators) or taken on for a specific post (in the case of temporary staff) will be kept for a period of maximum 2 years after the expiration of the reserve list.
- For spontaneous applications, the CVs will be deleted upon reception. Only the contact details of the spontaneous applicant (i.e. name and email address) are kept for a maximum 2 years.

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. 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**.

Spontaneous applicants:

In case you need to change the email address to which we send the vacancies' notifications, please communicate it through our HADEA-TALENT-SELECTION@ec.europa.eu mailbox. Spontaneous applicants not wishing to receive this information anymore can contact the same mailbox. Appropriate action will be taken within a week of receiving the request.

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

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

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