



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 is 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).

Online selection procedures may be carried out within the framework of a TA2f selection procedure and, where needed, for other types of contracts; in these cases, remote invigilation of candidates will be carried out during written tests. The invigilation activity will be carried, on behalf of the controller, by:

Processor: Insight Technology Solutions Belgium, Inc. Romeinsesteenweg 468, B-1853 Grimbergen, Belgium

Sub-processor: TestReach Ltd, 9-10 NexusUCD, Belfield Office Park, Clonskeagh, Dublin 4, Ireland, D04 V2N9

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).

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).

The purpose of this processing operation is to recruit and 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 HaDEA's vacancies is sent.

The sub-processor, TestReach, processes personal data of candidates with the purpose of organising online written tests within the framework of online selection procedures, which may be organised by HaDEA for Temporary Agent 2(f) selections and, where needed, for other kind of contracts. In particular, the sub-processor provides a cloud-based Software-as-a-Service solution used to create, deliver and mark any type of assessment. To take an exam on TestReach platform, the candidates will download and use the TestReach application.

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;
- Information to allow the practical organisation of preselection and other tests, if any, i.e., address information: street, postcode, town, country, telephone, email;
- 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, references (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 preselection or written/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.

- With regard to the invigilation activity on online written tests carried out by TestReach, depending on the type of exam being taken, different information will be collected / stored by TestReach, including:
 - i. Exam Candidate Personal Information – this information is used to identify the candidate, to ensure they take the correct exam and to ensure their specific exam requirements are met. It may include: ID, name, email address, phone, demographic information, company, course of study, special adjustments for the exam (for example, additional time allowed). The candidate will be asked to present approved photographic ID at the beginning of the exam session on the camera and this is reviewed by the TestReach supervisor; they do not need to send in their IDs in advance of the exam. When the written scripts are supplied for marking, they will be identified only by a candidate number, not by names or emails, so they will be anonymous for correctors. At the end of the process, each candidate number is matched with the name of the candidate to calculate the final score of the selection process.
 - ii. Computer Information – this information is used to maintain the integrity of the test, to investigate and resolve any issues that may arise (e.g., the Desktop App will check that the camera, microphone, screenshare and internet connection are all sufficient to take the exam. It could also detect if the computer has two monitors and block candidates from using the second monitor to perform activities outside of the exam; the App would detect any applications running in background on the candidate’s computer to prevent the use of screen recording applications) and to help TestReach improve the service offered. It may include: IP address, browser header data (user agent), processes running, RAM & CPU usage statistics, installed drivers, peripherals connected and cookies used.
 - iii. Candidate Exam Information – it includes video, audio, remote screenshare and related recording, responses given, score, results data, access and activity data.

Because the TestReach application has an automatic video buffering, the candidate taking an exam is viewed via video, audio and remote screenshare, and a temporary recording (deleted within 24 hours) is taken of the session.

Data collected during the invigilation service carried out by TestReach is stored within AWS (Amazon Web Services) and either: (1) it is written to a database (Mongo DB) – this is typically answers to questions, first name, last name, as a record of the actual exam or (2) it is written to various transaction log files – this is typically transaction information, such as when they logged in, when they logged out, when they navigated to a new question, etc. to ensure robust experience (transactions are logged in various places to ensure the integrity of the data, to allow it to be fully recovered if something happens, for audit-trailing purposes, and to assist with trouble-shooting).

Candidates 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 what is listed in this Notice.

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

- Authorised staff in charge of selection, recruitment and administration of the HaDEA People (HR) Unit (management) and Sector;
- Members of the Selection Committees 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 the selected candidates);
- Heads of Departments;
- Authority authorised to conclude contracts of employment (Director of HaDEA);
- Testreach Service department;
- Testreach Project Management team.

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 placed on a reserve list (i.e. temporary staff, contract staff) and, should a vacancy arise in a 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 the Executive Agencies – your consent would be required before sharing the CV.

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);
- In the context of the invigilation service, also from the computer used by candidates via the TestReach Desktop App.

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 received 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;
- **Your personal data** will be kept by TestReach for a maximum period of **6** months from the exam day. The video, audio and remote screenshare recording taken during an exam session will be deleted within 24 hours after the given exam. The rest of data will be anonymised after 6 months.

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.

Article 25 of the data protection regulation provides that, in matters relating to the operation of EU institutions and bodies, the latter can restrict certain rights of individuals in exceptional circumstances and with safeguards laid down in that Regulation. Such restrictions are provided for in the internal rules adopted by HaDEA and published on the official Journal of the European Union (OJ, L 379, 26 October 2021).

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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