



Data Protection Notice for the Junior Professionals Programme

The European Health and Digital Executive Agency (HaDEA) processes your personal data¹ in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018²](#) on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

What is the purpose of the processing activity?

The purpose of this processing activity is to select candidates for the European Commission Junior Professionals Programme (JPP). As processor the role of HaDEA will be limited to the preselection phase.

The programme is focused on professionals working in the Commission and its Executive Agencies, with less than three years of professional experience, among Blue Book trainees, Contract Agents and Temporary Agents. The JPP is one of the actions aimed at revamping the talent acquisition strategy.

The selected Junior Professionals are offered a contract as Temporary Agent AD5 by the Commission. They take on various assignments during the programme and participate in targeted Learning & Development activities.

Who is the data controller?

The data controller of the processing operation is the European Commission Directorate-General for Human Resources Unit HR.B.1. Further information on how the data controller processes your personal data can be found [here](#).

The Head of Unit C3 “Staff, Communication and Support” of HaDEA acts as **processor** during the pre-selection phase of the JPP.

Which personal data is collected?

The following personal data is collected:

- We process personal data related to your administrative situation and career, as provided by you and recorded in Sysper, including personnel number, first name and surname, nationality, gender, date of birth, entry date at HaDEA, employment type, grade and professional experience, career and job assignment;
- As regards Blue Book trainees, we also process the application for the traineeship as well as any supporting documents submitted in connection with the application;

¹ 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.

² 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).

- Your personal data contained in the application form sent via the EPSO account, including your first name, surname, nationality, date of birth, gender, ID card number, statutory link, motivation, education and professional background, language skills, contact details (email address, telephone number) and additional uploaded documents;
- Any health-related personal data provided by you in the application if you need special adjustments of the selection tests due to a disability or a medical condition, along with the supporting documents;
- Personal data in written records of the assessment at the preselection phase;
- Result in the computer-based test (applicable only for candidates who passed these tests).

They are **mandatory** for the purpose outline above.

Who has access to the personal data of data subjects and to whom can they be disclosed?

The recipients of your personal data will be:

A) Within HaDEA:

- HaDEA authorised HR staff;
- When required for pre-selection purposes, Heads of Unit/Sector where you are working and Blue Book trainees' advisors who are requested to provide feedback on candidates;
- Selection panel members at the pre-selection phase.

B) Recipients in the Commission: information can be found [here](#).

C) Other recipients: on a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor (EDPS), the European Public Prosecutor).

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

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

Which is the legal basis for processing your personal data?

Lawfulness of the processing: We process your personal data on the basis of Article 5(1)(a) of the Regulation 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.

To the extent that processing of personal data is based on your consent, such processing is lawful also under Article 5(1)(d) of Regulation (EU) 2018/1725.

The **legal bases** for the processing are the following:

1. Article 2 of the Conditions for Employment of Other Servants of the European Union (CEOS)³.
2. Commission Decision C(2022)9068 on establishing the Junior Professionals Programme.
3. Steering Committee Decision SC01(2021)07 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.
4. Steering Committee Decision SC01(2021)06 on the application by analogy of Commission Decision C(2013)8970 on Classification.

When processing your health data, the legal basis is Article 10(2)(b) of the Regulation 2018/1725, because the processing is necessary for carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

How long do we keep your personal data?

Your application will be extracted from EPSO database and stored on electronic drives. The applications submitted will be destroyed 2 years after the list of the selected candidates has been established. The same retention period applies to the written records.

If printed, your application will be destroyed following the completion of the pre-selection procedure.

Data useful for reporting purposes will be kept on both selected and non-selected candidates and will be destroyed 10 years after the list of the selected candidates is established.

How do we protect your personal data?

Personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) is stored on the servers of HaDEA, EPSO and the Commission (depending on the stage of the process). In order to protect your personal data, HaDEA has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, 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. Personal data in paper format,

³ Staff Regulations of Officials of the European Union (hereinafter ‘Staff Regulations’) and Conditions of Employment of Other Servants of the European Union (hereinafter ‘CEOS’), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p. 15.

printed for the purpose of the pre-selection and selection is stored in a locked cupboard or in a locked office.

What are your rights regarding your personal data?

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 restriction 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**.

If you have **any queries** concerning the processing of your personal data, you may contact the European Commission Directorate-General for Human Resources Unit HR.B.1 (entity acting as data controller) via mail to HR-B1-DPR@ec.europa.eu, its Data Protection Officer via e-mail to EC-DPO-INTERNAL@ec.europa.eu, the Head of Unit C.3 of HaDEA (entity acting as processor) via e-mail to HaDEA-People-Development@ec.europa.eu and HaDEA Data Protection Officer at HADEA-DPO@ec.europa.eu.

You shall have the right of recourse at any time to the European Data Protection Supervisor at EDPS@edps.europa.eu.

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