



European Research Council  
Executive Agency

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## **SPECIFIC PRIVACY STATEMENT**

### **ERCEA Unit D.2 – Human Resources**

### **Staff Selection Procedure**

This statement concerns the processing operation identified as the "Staff Selection Procedure". This processing requires the handling of personal data, and is therefore subject to Regulation (EC) No. 45/2001<sup>1</sup>.

#### **1. What personal information do we collect, for what purpose and by what means?**

The personal data processed during the selection phase are necessary to evaluate the eligibility, the expertise and the profile of applicants. This allows the retention of the most suitable candidates for vacant positions in the ERCEA.

During the selection phase, the following documents and personal data may be requested from candidates and/or processed:

**Personal details:** title, first name, surname, address, phone number, e-mail, date of birth, gender, ID documentation, proof of the completion of military service, nationality/citizenship;

**Languages,** including, for each language, the level of understanding, listening, reading, spoken proficiency, written proficiency;

**Work experience,** including, for each experience, start and end dates, position/title held, work regime (full-time or part-time), main activities and responsibilities, name and address of the employer, type of business, sector, possible publications, current contract or HR certificate demonstrating the contract type as well as the duration at which the contract was concluded;

**Education and training information,** including, for each course, start and end dates, title, qualification, diploma (level in the national and/or international classification), main study subjects, name of the organisation providing the education or the training, possible publications;

**Skills and competences:** Technical and non-technical skills relevant to the position; organisational, social or other skills;

**Motivation, strengths and achievements:** the motivation to apply and a description of relevant strengths and past achievements;

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<sup>1</sup> Regulation (EC) No. 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, OJ L 8, 12.1.2001, p. 1.

**References:** Contact details of references, performance reports (e.g., probationary report, the two last appraisal reports in the case of Internal Publications, CA Job Market and Inter-Agency Mobility vacancies, etc.);

**Additional information:** "Appreciation of the Interview Performance" grid (collective final comments of the Selection Committee or Panel, including an assessment of the candidate's individual performance).

Data are submitted either to the European Personnel Selection Office (EPSO) database or to a Functional Mailbox managed by the ERCEA ([ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu)) according to the types of open positions (candidates applying to become Contract Agents use EPSO's database; all other candidates use the aforementioned Functional Mailbox or [ERC-SPONTANEOUS-APPLICATIONS@ec.europa.eu](mailto:ERC-SPONTANEOUS-APPLICATIONS@ec.europa.eu) for unsolicited applications).

For EPSO's privacy policy, please refer to the following link:

<https://europa.eu/epso/application/passport/index.cfm?action=pdplegal&lang=en>

## **2. Who has access to your information and to whom is it disclosed?**

The persons having access to your personal data during the selection phase, on a need-to-know basis, are:

- The personnel in the HR Unit dealing with the selection, and, for selected candidates, personnel handling the recruitment file;
- If necessary, the personnel in the financial circuit for the reimbursement of travel costs linked to the interview (only partial access);
- The members of the Selection Committee, Panel or the Heads of a recruiting service;
- The AHCC (Authority Empowered to Conclude Contracts of Employment), i.e., the ERCEA's Director.

In addition, certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law, and on a temporary basis, to legislative and supervisory bodies of the ERCEA, as well as to auditing bodies.

## **3. How do we protect and safeguard your information?**

Personal data of applicants are stored by the authorised personnel of the HR Unit both electronically and in paper.

Archives are kept on the ERCEA's Shared Drive with restricted access to authorised staff members of the HR Unit's Selection Team and a secured room with restricted access.

All personal documents temporarily processed by a Selection Committee member, a Panel member, a recruiting service or an HR staff member are locked in secure cupboards. Keys of the cupboard intended for selection files and access rights are administered by the authorised personnel of the HR Unit. Members of the Selection Committee, Panels and recruiting services are responsible for maintaining the confidentiality of any documents or electronic files sent to them. They are requested to return, erase or destroy all confidential documents or files received.

## **4. How can you verify, modify or delete your data?**

If you want to check, modify, correct or delete any personal data, you should refer your request to the Head of Unit D.2 – Human Resources, who is responsible for such processing (i.e. the Controller), by sending an e-mail giving details of your request to the mailbox indicated in point 6. The HR Unit treats such requests immediately and resolves them at the latest within three months from the receipt of the request.

With regard to the right of rectification, please be informed that in the case of data identifying your person, your right to update, rectify or erase those data can be exercised at any time during the procedure. On the contrary, data related to the eligibility criteria can be completed and corrected until the deadline for submission but cannot be rectified thereafter.

Withdrawal of applications is possible at any time. Personal data are kept by the ERCEA's HR service until the closure of the selection process and then the respective data are erased.

As regards the personal data kept by EPSO, please refer to the privacy statement cited under point 1.

## **5. How long do we keep your data?**

The ERCEA applies the principles and retention periods indicated in Common Retention List of the Commission (SEC(2012)713) by analogy.

Candidates eliminated during the selection: data are stored for five years after the conclusion of the selection.

Non-recruited applicants included on a Reserve List: the five-year retention period of data applies from the starting date of the expiry of the Reserve List. The validity of Reserve Lists is in general initially one year and depends on the Vacancy Notice (please refer to it on a case-by-case basis).

## **6. Contact for information**

If you would like to receive further information, you can contact the Controller via the Functional Mailbox: [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu).

The ERCEA Data Protection Officer is at your disposal for any clarification you might need on your rights under Regulation (EC) 45/2001: [ERC-DATA-PROTECTION@ec.europa.eu](mailto:ERC-DATA-PROTECTION@ec.europa.eu)

## **7. Right of Recourse**

You have the right to have recourse to the European Data Protection Supervisor ([edps@edps.eu](mailto:edps@edps.eu)) if you consider that your rights under Regulation (EC) No. 45/2001 have been infringed as a result of the processing of your personal data by the ERCEA.

## **8. Legal basis**

The legal basis references which apply to the selection are contained in:

- the Staff Regulations of officials and the Conditions of Employment of other servants of the European Union [Title I, Title III (Chapters 1 and 2)];
- the Conditions of Employment of Other Servants of the European Union (CEOS) [Title I, Title II (Chapters 1 and 3), Title IV (Chapters 1, 3, 4 and 5)];
- Implementing Rules on the engagement and use of Temporary Agents (Decision of the Steering Committee StC260215/5a, adopted on 19 March 2015);
- Commission Decision (2017)6760 of 16 October 2017 on the general provisions for implementing Article 79(2) of the CEOS, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof, which is applicable to the ERCEA in accordance with the Decision of the Steering Committee StC191217/7;
- Internal Mobility Guidelines (ARES(2011)1107841 of 18 October 2011);
- ERCEA Selection Procedure (ARES(2014)4288707 of 19 December 2014).