



SELECTION AND MANAGEMENT OF INTERIM STAFF AT THE JOINT RESEARCH CENTRE (JRC) Privacy Statement

1. Identity of the controller

This notification deals with the selection and management of interim staff at the JRC. As personal data are being collected and further processed, Regulation (EC) 45/2001 of the European Parliament and of the Council of 18/12/2000 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies on the free movement of such data is applicable. The Controller of the processing operation on personal data is the Joint Research Centre represented in this case by the Director of Resource Management. The external interim agency acts as a personal data processor and shall act only on instructions from the controller. The Heads of the Management Support Units (MSUs) also act as processors.

This privacy statement refers to the selection and management of interim staff at the Geel, Karlsruhe, Petten and Seville sites. This notification does not cover the Ispra site.

2. Purposes of the processing operation for which the data are intended

The use of interim contracts is intended to offset temporary and occasional staff shortages due to sickness, maternity leave and other absences.

Pre-selection phase: Upon request, the most suitable CVs for a given profile are sent by the external interim agency to the MSU in question.

Selection phase: A selection is made by the Institute/Directorate and (at least) 3 candidates are invited for interview. The agency is informed of the choice of the Institute.

Recruitment phase: The successful candidate is requested to deliver an original criminal record extract.

Post-recruitment phase: For the duration of the interim contract the interim staff fill in time sheets for the agency, duly signed off by the responsible JRC staff member, with a copy to the MSU. The MSUs are responsible for comparing recorded working hours with the hours invoiced by the interim agency.

3. Recipients of the data

Pre-selection phase: MSUs.

Selection phase: selection committee from the Institutes/Directorates.

Recruitment phase: MSUs, local security services re the criminal record extract, SYSPER 2 helpdesk for registration of the interim staff.

Post-recruitment phase: MSUs.

4. Protection and safeguarding of information

Access to the CVs of interim staff is restricted to the selection committee and to the MSUs. The files are electronically stored on the servers located in the JRC Data Centre. These servers and associated data and operations comply with JRC security decisions and provisions (DPO-1946 on ICT

Infrastructure at the JRC). Paper documents are archived in physical files, which are stored in the archives of the MSUs.

5. Verification, modification and deletion of personal data

If an interim staff member wishes to verify the information in his/her file, request that his/her information be deleted or incorrect/inaccurate data be corrected, he/she can contact the pertinent MSU or send an e-mail to the following functional mailbox address:

jrc-recruitment-data-protection@ec.europa.eu

Requests submitted shall be evaluated on a case-by-case basis. Where acceptable, the relevant actions will be taken within 14 days from the date of the request.

All interim staff are entitled to access their personal data files, but for selection/recruitment files containing comparative evaluations (amongst candidates), the interim staff may not have access to that information, for those recruitments done on an individual basis, the interim staff have access to the entire file

6. Retention of personal data

The selection files are archived for 2 years. This may include highly sensitive data e.g. relating to the disability of an interim staff member, which are kept for no longer than absolutely necessary. The information relating to the financial aspects of the recruitment are archived for 10 years to allow auditors to verify the financial control procedures.

7. Contact Information

For questions related to the processing of personal data an email should be forwarded to the functional mailbox of the Controller:

jrc-recruitment-data-protection@ec.europa.eu

For questions relating to the protection of personal data, contact can be taken with the:

- Data Protection Co-ordinator of the JRC:
jrc-data-protection-coordinator@ec.europa.eu
- Data Protection Officer of the European Commission:
data-protection-officer@ec.europa.eu

8. Appeals

In the event of a dispute, a complaint can be sent to:

- European Data Protection Supervisor:
edps@edps.europa.eu