



EUROPEAN COMMISSION  
JOINT RESEARCH CENTRE

Resources  
Human Resources Unit

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## **MANAGEMENT OF SELECTION AND RECRUITMENT FILES FOR TEMPORARY AGENTS AT THE JOINT RESEARCH CENTRE Privacy Statement**

### **1. Identity of the controller**

Personal data supplied by candidates as part of a selection and recruitment procedure for temporary agents are collected and further processed according to 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.

The Controller of the processing operation on personal data is the Joint Research Centre (JRC) represented in this case by the Director of Resources. The Heads of the Resource Management Units of the Institutes/Directorates, the Head of the 'Human Resources' unit, the Head of the 'Recruitment and Training' unit and the Head of the 'Recruitment and End of Service' unit of DG HR (Human Resources and Security Directorate) – DG HR.B.2 are responsible for managing internally the processing operation on behalf of the controller.

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

Where it proves impossible to fill a vacant post according to the procedure described in DPO-646 (Management of Recruitment Files for Officials), the selection procedure for a temporary agent can be launched and the eventual recruitment of a temporary agent may be envisaged. The selection phase is managed by the Recruitment and Training unit for Ispra and Brussels and by the Resource Management units for the other JRC sites. The finalisation of the recruitment file is the co-responsibility of the 'Human Resources' unit and DG HR.B.2 as the JRC holds a joint Appointing Authority<sup>1</sup> with DG HR for personnel matters relating to temporary agents. The personal data collected and further processed are as follows:

#### At the pre-selection phase:

Basic personal data such as surname, name, address, contact telephone numbers, e-mail address, place/country of birth, date of birth, nationality and gender.

Data on knowledge of languages, university education, further training, professional experience and publications in peer-reviewed journals.

Additional information relating to a physical disability (at the discretion of the candidate).

Data on motivation (via a motivation letter that is compulsory).

#### At the admission and selection phase:

- copy of passport or identity card
- copy of the diploma(s) or certificate(s) of the required level of education;

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<sup>1</sup> This abstract term actually describes a system of graduated authority. In practice, the Commission delegates authority in personnel matters to the appropriate levels of senior and middle management.

- employment certificates proving the length of professional experience. Failing this, copies of the following documents, for example, will be accepted - employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

#### At the recruitment phase

- original criminal record extract (executed within the preceding 3 months of the starting date of the contract) issued by the competent authorities of country of origin or residence. Should the candidate not be living in a country other than his/her country of origin or residence for more than 12 months, a further criminal record extract issued by the competent authorities of this country will be required. An authenticated translation into English, French or German (or into the host language of the site) is required.

*For Karlsruhe:*

*Extracts of criminal records are required for each country in which the candidate has lived for more than 3 months over the last 10 years.*

*"Sicherheitsüberprüfung" form that should be filled in and signed in the original for an obligatory security check carried out by the competent German authorities and required for all staff working in nuclear installations.*

- one recent passport photo
- updated *curriculum vitae*
- birth certificate
- copy of passport or identity card
- civil status certificate
- residence certificate
- marriage certificate – if applicable
- birth certificate of children – if applicable
- document proving the fulfilment of any obligations imposed on the candidate by the laws concerning military service
- all diplomas considered relevant
- all previous working contracts with exact dates and functions. A salary slip will only be collected as further evidence if a doubt arises during the determination of the grading
- professional experience form
- Legal Entity form (except for staff already working in the country of assignment)
- Financial Identification form (except for staff already working/resident in the country of assignment)
- Reimbursement of travel and subsistence expenses form

The data in question are used to prepare and finalise the selected candidate's recruitment file and to allow for his/her entry into service. The data concerning the selected candidate are summarised in an Excel worksheet, which is intended for the exclusive use of authorised staff in the Human Resources unit.

### **3. Recipients of the data**

The applications are registered centrally by the secretary of a JRC selection committee. Assistance in the selection phase is provided by the Recruitment and Training unit and the Resource Management units.

At the pre-selection phase – The JRC selection committee has access to the applications and motivation letters of those candidates that have applied for the post.

At the admission phase – The secretary of the JRC selection committee prepares the files for checking by the JRC selection committee. The committee is responsible for checking the admissibility of the candidates.

At the selection phase – The JRC selection committee has access to the files.

At the recruitment phase – The head of the Human Resources unit, the authorised staff in the Human Resources unit and DG HR.B.2 have access to the files.

Other recipients of the data include the JRC Ispra Security Service, the German competent authority for security checks (for Karlsruhe), the Medical Services (DG HR based in Ispra, Brussels and Luxembourg), the Paymaster's Office and the JRC Welcome Desk based in Ispra (or equivalent service on the other sites). In the framework of complaints or appeals, data could also be transferred to the European Ombudsman, the Civil Service Tribunal, the IAS and the EDPS.

#### **4. Protection and safeguarding of information**

The recruitment 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 Human Resources unit and are only accessible to authorised staff.

#### **5. Verification, modification, correction and deletion of personal data**

In case there is a need for a data subject to verify the personal data stored on his/her behalf by the controller or if there is a need for the data to be modified, corrected or deleted/withdrawn, an e-mail message should be sent to the following functional mailbox address:

[jrc-recruitment-data-protection@ec.europa.eu](mailto:jrc-recruitment-data-protection@ec.europa.eu)

Data subjects can gain access to their assessment report/evaluation grid from the selection phase. In addition, they can be provided with the aggregated results of the selection panel (although they will have not access to information about other applicants involved in the selection procedure). Requests submitted by the data subjects 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.

Personal data of recruited candidates are stored in SYSPER<sup>2</sup> and NDP<sup>3</sup>, which may be consulted at any time as provided for in Article 11, paragraph 1 of the Conditions of employment of other servants of the European Communities.

#### **6. Retention of personal data**

##### Selection files

Data pertaining to the selection procedure for temporary staff are retained for 5 years in accordance with Commission SEC(2007)970 of 4 July 2007 (the Common Commission-level retention list for European Commission files).

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<sup>2</sup> The Human Resource Management system of the European Commission.

<sup>3</sup> Numérisation des Documents du Personnel.

### Personal files

For the recruited candidates, the personal data from the recruitment file are retained for 8 years after the extinction of all the rights of the person concerned and of any dependants, but at least 120 years after the birth of the person concerned in accordance with Commission SEC(2007)970 of 4 July 2007. Sensitive data relating to a disability if declared can be transferred from the selection file to the personal file.

If salary slips are collected (as referred to under point 2), then this information is retained for a period of 2 years to allow for any requests/complaints<sup>4</sup> to be made by a data subject.

### Recruitment files

For non-recruited candidates, the personal data are retained for 2 years following the conclusion of the recruitment procedure.

### For non-recruited candidates on reserve lists for appointment

The personal data are retained in accordance with the validity and extension (if applicable) of the reserve lists.

### SYSPER2 data

Data in SYSPER2 are retained in accordance with the retention policy of SYSPER2.

## **7. Contact Information**

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

[jrc-recruitment-data-protection@ec.europa.eu](mailto: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](mailto:jrc-data-protection-coordinator@ec.europa.eu)

Data Protection Officer of the European Commission:

[data-protection-officer@ec.europa.eu](mailto: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](mailto:edps@edps.europa.eu)

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<sup>4</sup> Request under Article 90(1) of the Staff Regulations and Complaint under Article 90(2) of the Staff Regulations.