



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: EU CV Online

Data Controller: Unit HR.B1

Record reference: DPR-EC-02050.1

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation: EU CV Online undertaken by Directorate-General for Human Resources and Security / Unit responsible for Senior Management & CCA (HR.C.1) and unit responsible for selection & recruitment (HR B1).

2. Why and how do we process your personal data?

Purpose of the processing operation: The purpose of the processing is to collect external spontaneous CV and applications for specific positions and calls for interest of the European Commission, and other participating EU institutions in a searchable electronic format, in view of selection and recruitment of managers, temporary agents and contract agents.

EU CV online is a database containing the CVs and applications of candidates to jobs in the European Commission, and other participating EU institutions.

Candidates fill their CVs and applications online in the database.

The central services HR.C.1 for managers, and HR B.1 for temporary agents or contract agents can search and consult the CVs and applications in the database. AMCs and BCs can be allowed to directly access the database of EU CV online.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

Lawfulness for the processing of personal data is under Article 5(1)(a) of Regulation (EU) 2018/1725

We process the data in order to perform the selection of temporary agents, contract agents and senior managers. Legal basis:

- For the selection of Temporary agents: Title II of the CEOS and Commission decision C(2013)9094 of 16 December 2013 on the engagement and use of temporary agents.
- For the selection of senior management: compilation document on senior officials policy.
- For the selection of contract agents: Title IV of the CEOS and Commission decision C(2017)6760 of 16 October 2017.

Which personal data do we collect and further process?

In order to carry out this processing operation DG HR collects the following categories of personal data:

To organise our selection procedures, we collect relevant personal data from the following categories of personal data:

Information contained in your CV and motivation letter as well as any other information specific to your application

- Full name, gender, nationality, date of birth; Contact details (contact telephone number, addresses); Education, qualifications and diplomas; Professional experience (length and level); Managerial or High level experience (length and level); Language skills; Motivation.

4. How long do we keep your personal data?

The data will be kept active for 6 (six) months – or less in case the candidates delete their profile. At the end of the 6 months, the data subjects can decide to re-activate the data again if they wish their profile to stay in the database. If inactive, their profile will actually not be searchable, and they are only accessible for a reactivation by the candidates themselves.

After 12 months of inactivity, the data will be completely removed from the database.

5. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractors All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#))

In order to protect your personal data, the Commission 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.

6. Who has access to your personal data and to whom is it disclosed?

The central recruitment services (HR B.1 and HR.C.1) can perform searches in the database and have access to all data categories.

The AMCs and the HR Business correspondents, when allowed to do so, can perform searches directly in the EU CV online database and have access to all data categories.

Otherwise, HR.C.1 and HR B.1 pass on the CVs and/or applications to BCs or AMCs via secured email. The CV and/or applications are also shared with the recruiting DG or Service, and selection board members.

In any case, candidates can limit the access to their CV to themselves and at least one Institution among those using the EU CV online. If a candidate applies to a specific vacancy or call, then their profile will become accessible to the data recipients.

7. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

8. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, DG Human Resources and Security of the European Commission at the following address: HR-MAIL-B1@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

9. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

09.10.2020

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-02050