



EUROPEAN COMMISSION

Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO)

DG ECHO PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO RECRUITMENT OF NATIONAL STAFF IN DG ECHO OFFICES

Processing operation: Management of the recruitment process of national staff in DG ECHO Offices in third countries
Data controller: Head of Unit in charge of DG ECHO Field Network

1. Introduction

The European Commission (hereafter ‘the Commission’), represented here by its Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO), is committed to protecting your personal data and to respecting 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 dataⁱ.

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 the processing of personal data in the management of the recruitment of national staff in DG ECHO Offices in third countries. The data is processed by the Unit in charge of DG ECHO Field Network and by DG ECHO Office in the field in charge of the recruitment.

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

The purpose of the personal data processing is to manage the recruitment process of national staff in DG ECHO Offices in third countries.

The vacancy is advertised as widely as possible, given local labour market conditions. There are no nationality requirements and therefore DG ECHO may recruit either nationals of the country where the position is located or non-nationals on the condition that candidates have valid work and residence permits. In case an appropriate candidate could not be recruited via a vacancy notice in the press, a specialised agency may be contracted as service provider. The head-hunter agency becomes a data processor for that particular service contract.

The selection procedure is regulated and consists of subsequent steps. Following the selection procedure, the Head of Delegation, who is the legal representative of the EU in third countries, is requested to sign the employment contract on behalf of DG ECHO. Before signing the contract, DG ECHO need to receive all supporting documents (diplomas, certificates, testimonials, etc.) relating to the candidate's experience, education and training. The contract is signed by the Head of Delegation or in his/her absence by the Acting Head of Delegation. The contract is governed both by DG ECHO's framework employment conditions, and –where applicable– specific country conditions, and by the applicable national labour law. After the recruitment, the administrative management of national staff, including a range of processes, is managed within the respective DG ECHO Offices in the field and by DG ECHO Field Network unit. The data controller and responsible organisational entity is the Head of DG ECHO Field Network unit.

ⁱ OJ L 295, 21.11.2018, p. 39. This Regulation repeals Regulation (EC) No 45/2001 and Decision No 1247/2002/EC on <https://eur-lex.europa.eu/>.

Personal data will not be used for automated decision-making, including profiling.

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

We process personal data, including special categories of personal data indicated in section 4, 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 European Commission and/ or because processing is necessary for reasons of substantial public interest, as set out in:

- The Framework rules laying down the general conditions of employment of national staff employed by DG ECHO;
- The Specific Conditions of Employment of national staff employed by DG ECHO;
- Local legislation.

4. Which personal data do we collect and further process?

Data are collected directly from the data subject. As mentioned in point 2, the processing of personal data is mandatory to recruit the candidate. If personal data are not provided, the possible consequences would be the impossibility to recruit the candidate.

The data, including personal data, which may be processed for that purpose are the following:

- a) Personal data processed from applicants: name and forename, contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, etc.), gender, nationality, date and place of birth, marital status, employment status, social security number, information on dependents, duration of the contract, future place of assignment, results of the interview/selection panel reports, data regarding professional experience, qualifications and skills, including CVs and motivational statements;
- b) Personal data processed from the members of the selection panels: Name and forename, service/function;
- c) Special personal data required after the selection : Fit to work certificate. The candidate is required to transmit such certificate from the Medical service of the European Commission. No medical information on the candidates is communicated to DG ECHO, only a written statement which attests that the candidate is fit to work.

5. How long do we keep your personal data?

DG ECHO only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- For recruited candidates' data, the retention period is 8 years after the extinction of all rights of the staff member and any dependents, and for at least 100 years after the recruitment of the staff member;
- 2 years after the end of the selection procedure in case of non-recruited applicants;
- Furthermore, where necessary, to allow for the finalisation of the exhaustion of all appeal channels, including appeals before the competent Courts and the required follow-up to judgements, the personal data shall be kept until not more than 5 years after the judgment on the pending case is final, 2 years in case of complaint before the European Ombudsman unless a longer period is required by national law;
- In case of non-recruited applicants on the "reserve lists for appointment", the conservation of the data is to be determined in terms of the validity and the actual extension of the respective reserve lists;
- When appropriate, personal data contained in supporting documents (see points 4.a and 4.b) should be deleted where possible where these data are not necessary for further purposes, e.g. control, inspection and audit.

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

Based on assessing risks with regard to the recruitment of national staff, DG ECHO ensure that adequate organisational and technical measures are in place in order to safeguard your personal data according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. All processing operations are carried out pursuant to Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

Data is processed by assigned staff member with authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner. The headhunting agency, as contractor will be bound by a service provider contract signed between DG ECHO and the agency. The service contract shall include a contractual clause on data protection defining that the processor acts only on behalf of the data controller and that appropriate security safeguards are to be implemented by the contractor in line with Article 29 of Reg. (EU) 2018/1725.

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

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be authorised to do so by law. In case of contracting a headhunting agency, data for candidates applying through the agency will be processed by the service provider. The information in question is not communicated to third parties, except where necessary for the purposes outlined above.

8. 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 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.

9. 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 relevant Data Controller:

- Head of Unit in charge of the DG ECHO Field Network at ECHO-E4-ATTRIBUTION@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.

10. 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>.

This specific processing operation has been included in the DPO’s public register with the following Record reference: DPR-EC-03954.1.

