



Data Protection Notice

Selection of Contract Staff (CA) in the REA

In accordance with the Regulation (EU) 2018/1725 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 (hereinafter referred to as the Regulation), the Research Executive Agency (hereinafter referred to as REA or Agency) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

In order to fill the Contract Agents' vacancies according to the establishment plan, the REA HR organises the whole selection process. The selection process starts at the moment a REA unit notifies the REA HR that a post is vacant (or will be vacant) for a contract agent and ends once the job offer (s) has been accepted by the selected candidate (s).

The processing operation is necessary for the selection procedure of the best qualified candidates according to the job description. In particular it is necessary in order to:

- Manage the correspondence with candidates;
- Verify if candidates fulfil the eligibility criteria;
- Select candidates to be invited to interviews;
- Establish a list of selected candidates to be recruited as Contract Agents by the Agency.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The responsible data controller of this process is the Head of Unit C.1 ("Administration") of the Research Executive Agency.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

The process is based on Article 5(a) of the Regulation, because this processing is necessary for the performance of a task carried out in the public interest by REA or in the exercise of official authority vested in REA by the following legal acts:

- **Council Regulation (EC) No 58/2003 of 19 December 2002** laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes:
- Article 18 lays down the general conditions regarding the staff to be recruited by the executive agencies. In particular:
 - a) Article 18, paragraph 1, the executive agency's staff shall consist of Community officials seconded as temporary staff members by the institutions to positions of responsibility in the executive agency, and of other temporary staff members directly recruited by the executive agency, as well as of other servants recruited by the executive agency on renewable contracts. The nature of the contract, governed by either private law or public law, its duration and the extent of the servants' obligations vis-à-vis the Agency, and the appropriate eligibility criteria shall be determined on the basis of the specific nature of the tasks to be performed, and shall comply with the Staff Regulations as well as with current national legislation.

- b) Article 18, paragraph 3, the Steering Committee, in agreement with the Commission, shall adopt the necessary implementing rules for personnel management within the executive agency, if necessary.
- c) Article 18, paragraph 6, the director shall be empowered under the arrangements applicable to other servants of the European Communities to conclude employment contracts in respect of staff of the executive agency. The director shall be responsible for all other matters relating to personnel management within the executive agency.
- **European Commission Implementing Decision 2013/778/EC of 13 December 2013** establishing the Research Executive Agency and repealing Decision 2008/46/EC.
- **Conditions of Employment of Other Servants of the European Communities** (Articles 82-84 concerning the conditions of engagement of Contract Agents);
- **REA Decision REA SC(2017) 4.5 adopting Commission Decision C(2017)6760** on the general provisions for implementing Article 79(2) of the Conditions of employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.

4. WHICH PERSONAL DATA ARE COLLECTED?

- a) Curriculum Vitae (CV)
 - Personal details: Surname at birth, current surname, forename, street, postcode, city, country, date of birth, nationality, telephone number, fax number, email. Photograph is not mandatory, although you may include it if you wish to do so.
 - Work experience: Dates, experience total month count, occupation category, type of business or sector, occupation classification, name and address of employer, occupation or position held, main activities and responsibilities.
 - Education and Training: Dates, education type, name and type of organisation providing education and training, principal subjects/occupational skills covered title of qualification awarded level in national qualification.
 - Languages: Mother tongue, other languages and the level for each one of them (spoken, written, read).
 - Skills and competencies: Personal skills, social skills, technical skills, artistic skills, driving skills, other skills, additional information.
- b) Motivation letter and/or application form (EPSO database)
- c) Additional information

Information can be given about any disability requiring individual measures to be taken enabling the data subject to take part in the selection interview.

- d) Declaration of disability and request for special assistance

In case of a declaration of disability and request for special assistance, the REA HR will request the respective candidate (if he/she has been invited to the selection interview) to provide a medical certificate justifying his/her request. Upon verification by the REA, the medical certificate will be returned to the candidate and no other copy will be created/retained. If the candidate participates to the selection interview, he/she will also be asked to sign a declaration form confirming that REA has properly provided the special equipment/infrastructures requested according the candidate's disability/needs. This form will be included in the candidate's file.
- e) Other

If candidates wish a reimbursement for the travel costs for attending at the interview, they should submit their financial identification form, legal entity form, copies of

flight or train tickets, tickets for travel to and from the airport, and proof of accommodation, as well as a copy of their passport or identity card.

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

Within the Agency, the following recipients will have access to the data:

- The Members of the Selection Panel;
- The REA HR sector;
- The REA Financial Coordination Cell (FCC) of Unit C.1;
- The REA Authority entitled to conclude contracts of the Agency (AECC) (the Director of the Agency);
- The REA Head of department "Administration, Finance and Support Services"; The REA Heads of Units, Deputy Heads of Units and Heads of Sectors; The REA Internal Services (finance, legal service, internal audit).

Other potential recipients are:

- European Commission;
- European Ombudsman;
- Civil Service Tribunal;
- Court of First Instance;
- General Court of the European Union;
- European Court of Justice;
- Court of Auditors;
- European Data Protection Supervisor;
- OLAF.

This transmission will be restricted to the information necessary for the competent authority to carry out its task. All data recipients are reminded not to process the data received for any other purpose other than the one for which they are transmitted to them.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Non-recruited candidates included in the final reserve list

Personal data will be kept for five (5) years following the conclusion of the selection procedure, in the light of possible complaints to the European Ombudsman.

Candidates invited to an interview but not included in the final reserve list

Personal data will be kept for five (5) years following the conclusion of the selection procedure, in the light of possible complaints to the European Ombudsman.

Candidates not invited to an interview

Personal data will be kept for five (5) years following the conclusion of the selection procedure in the light of possible complaints to the European Ombudsman.

Reimbursement of travel expenses

The documents related to the reimbursement of travel expenses (financial identification and legal entity forms) are processed and filed by the financial coordination cell of the Administration Unit (REA.C1), responsible for the payment to the candidates. According to the financial regulations, the retention period of the financial dossiers is 5 years after the budget discharge.

Reserve list

The reserve list will be valid for twelve months following the conclusion of the selection procedure with a possibility for further extension by decision of the Director of the Agency.

Remaining successful candidates may receive an offer for employment if a similar position becomes available.

7. WHAT ARE YOUR RIGHTS?

Data subject can submit their requests concerning access, rectification, erasure, restriction or objections to processing of their personal data to the Controller by sending their request to the following email address: REA-HR-APPLICATIONS@ec.europa.eu.

With regard to the right of rectification, data subjects are informed that in the case of data identifying their person, their 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.

8. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-HR-APPLICATIONS@ec.europa.eu.

Further to the above, the following instances can be addressed:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu.