



## Data Protection Notice

### Recruitment and administration of interim agents 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 (Regulation), the Research Executive Agency (Agency or REA) 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 ensure the continuity of operations, replacing staff on long-term absences, or support staff in a period of excessive workload, the REA employs interim agents on short-term contracts through a temping agency. The processing operation is necessary for the selection and administration of interim staff, in order to offer short-term contracts to the best-qualified and most suitable candidates. In particular, this processing is necessary to recruit interim staff on a very short notice in order to:

- Replace permanent staff in the case of maternity leave, long-term sickness, etc.;
- Take in additional workforce for a fixed period of time.

#### 2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by the head of Unit C1 ("Administration") of the REA. The controller may be contacted via functional mailbox: [REA-INTERIM-AGENTS@ec.europa.eu](mailto:REA-INTERIM-AGENTS@ec.europa.eu).

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

The processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(1)(a) of Regulation) as established by the following legal acts:

- Council Regulation (EC) No 58/2003 laying down the statute for executive agencies: Article 11, paragraph 6, and Article 18.
- REA Establishment Act: [Commission Implementing Decision 2013/778/EU of 13 December 2013](#) setting up the Research Executive Agency;
- REA Delegation Act: [Commission Decision C\(2013\)9418 of 20 December 2013](#) and its [Annexes](#) on delegating powers to the Research Executive Agency with a view to performance of tasks linked to the implementation of Union programmes in the field of research and innovation comprising, in particular, implementation of appropriations entered in the general budget of the Union
- Framework contract (HR/R3/PR/2014/078-02).

The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Article 5(1)(c) of Regulation).

#### 4. WHICH PERSONAL DATA ARE COLLECTED?

##### Selection

- Personal details (name, photo (at the candidate's discretion), date of birth, gender, nationality)

- Contact details (address, postcode, city, country, telephone and fax number, email address)
- Work experience and previous workplace details
- Education and training
- Personal skills and competences
- Languages
- Driving skills (at the candidate's discretion)
- Additional information (at the candidate's discretion)
- References (at the candidate's discretion)
- Level (function group) the candidates can be employed at (I, II, III, IIIs), according to a classification made by the temping agency following specific tests or experience.

### Employment

For the candidates selected by REA HR, the personal data are encoded in SYSPER and/or ORIANA:

- Name / Surname
- Gender (SYSPER only)
- Date of birth
- Place of birth (SYSPER only)
- Nationality
- Address (SYSPER only)
- Telephone number (SYSPER only)
- Start and end date of employment
- Date of end of validity of ID card or passport (ORIANA)

A scan of a valid ID card (or passport) is requested to candidates to be annexed in ORIANA in order for REA HR to request access badges for external staff (interim agents in this case). Then the scan copies are destroyed.

### Special categories of data

- Health related data such as disability.

Data on disability is spontaneously provided by the data subjects. Those data is to the attention of the REA HR in order to enable the REA to take the necessary measures to facilitate the work of the interim agent with disabilities.

## **5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?**

### **a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?**

- The REA competent Appointing Authority (the Director of the Agency);  The REA Head of department "Administration, Finance and Support Services";  The concerned REA Heads of Units, Deputy Heads of Unit and Heads of Sector.
- Authorised agents of unit REA.C.1 (HR, Finance, etc.);

### **b. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?**

- The processors (Randstad Belgium s.a. and Daoust s.a.)

## **6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

### Unsolicited applications:

The CVs received by the Agency for an interim post will be kept for two years as they are considered “unsolicited applications”.

### Recruited interim agents:

Interim agents’ employment records are registered in SYSPER and the data will be kept as long as the interim agents are in active mission with the Agency. At the date of resignation or end of contract their career will be encoded as end of contract but the data will be retained in SYSPER for a period of four years after the end of the Interim mission at REA

## **7. WHAT ARE YOUR RIGHTS?**

Data subjects may have access to their personal data and may exercise their right of access / rectification / erasure / restriction / data portability / objection (where applicable) by sending an email to [REA-INTERIM-AGENTS@ec.europa.eu](mailto:REA-INTERIM-AGENTS@ec.europa.eu) functional mailbox.

## **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-INTERIM-AGENTS@ec.europa.eu](mailto:REA-INTERIM-AGENTS@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](mailto: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](mailto:EDPS@edps.europa.eu).