Specific Privacy Statement
Research Executive Agency (REA)
Selection of Temporary Agents (TA)

1. Selection of Temporary Agents (TA)

The Human Resources sector of the REA defines, coordinates and ensures the implementation of human resources policies (covering the whole employment life-cycle) within the Agency, on the basis of the relevant provisions of the Staff Regulations and the Conditions of Employment of Other Servants of the European Communities.

This specific privacy statement concerns the processing operation named "Selection of Temporary Agents (TA)". The processing operation involves the handling of personal data and consequently is subject to the Regulation (EC) No 45/2001.

2. What personal information do we collect, for what purpose and through which technical means?

The processing operation is necessary for the selection procedure of the best qualified candidates according to the vacancy notice.

In particular it is necessary in order to:

- Manage the applications sent by candidates;
- Verify if candidates fulfil the eligibility criteria;
- Pre-select candidates for written and oral test;
- Establish a reserve list of selected candidates to be recruited as Temporary Agents by the Agency.

In that context, the personal data that is collected and processed is the following:

a. EU CV ONLINE and/or Europass CV

The selection procedure at the REA is currently managed either through EU CV ONLINE or by receiving a CV (Europass template) to a dedicated email account.

The EU CV ONLINE application form, as well as the Europass CV, may contain the following fields/information:

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1 Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.
• **Personal details**
First name(s), last names(s), street, postcode, place, country, date of birth, town/city of birth, country of birth, gender, nationality, telephone(s), mobile telephone, fax number, email, personal website.

• **Professional experience**
Duration, economic sector, employer, country, job, field of activity, size of organisation, management experience, description of duties and main achievements

• **Education**
Level of education, diploma obtained, duration, title of diploma, fields of activity, name of institution, place, country

• **Training**
Duration of training, subject of training, years, name of institution, town/city, country

• **Languages**
Mother tongue, other languages (level of speaking/writing/reading/understanding), etc.

• **Skills and competencies**
Social, organisational, technical, IT, artistic, other

• **Publications**
Title of publication, date of publication, name of publisher, publications web address

• **References**
Referee's name, referee's forename, referee's job, referee's e-mail address, referee's telephone number, referee's address

• **Additional information**
Information can be given about any disability requiring individual measures to be taken enabling the candidate to take part in the selection procedure.

b. **Other**

• Candidate's letter of motivation
• Eligibility/selection sheet
• Financial identification and legal entity forms (for the reimbursement of travel)

c. **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 (provided that he/she has been invited to the written and oral tests) 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 written tests and interviews, 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.

3. Who has access to your information and to whom is it disclosed?

Information may be disclosed to the following recipients:

- Members of the Selection Committee
- The REA HR sector
- The REA Financial Coordination Cell (FCC) of Unit A.3
- The REA Competent Appointing Authority (the Director of the Agency)
- The REA Head of department "Administration, Finance and FP7 Support"
- The REA Heads of Unit, Deputy Heads of Unit, Heads of Sectors and Team Leaders
- The REA Internal Services (finance, legal service, internal audit)

In addition, some personal data may be disclosed in compliance with the relevant current legislation and established case law, and on a temporary basis to:

- 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 entity to carry out its task.

4. How do we protect and safeguard your information?

Data, in electronic format, is stored on the servers of the European Commission and/or on the file servers of the REA (limited access) the operations of which abide by the European Commission’s security decisions and provisions established by the Directorate of Security for this kind of servers and services.

Paper files are stored in secure cupboards and/or in the archive (limited access) room.

5. How can you verify, modify or delete your information?

Candidates may modify or delete their data (including their account) residing on their EU CV Online by following the respective procedure mentioned on the EU CV Online application.

Candidates can withdraw their application at any moment during the period for submitting applications and after the closing date of the call for expressions of interest by sending their request to the following email address: REA-TA-JOBS@ec.europa.eu.

After the closing date of the call for expressions of interest, information provided by candidates can no longer be modified in submitted applications.

Candidates wishing to modify their identification or contact details (already sent to REA) they can send the new information/data by e-mail to the following email address: REA-TA-JOBS@ec.europa.eu.
Candidates can request access to the data the Agency keeps and exercise their rights upon simple request via e-mail using the following email address: REA-TA-JOBS@ec.europa.eu.

Candidates can, upon request, receive the marks they have been awarded with respect to each criterion outlined in the vacancy notice.

6. How long do we keep your data?

- Non-recruited candidates in the reserve list

Personal data will be kept for the validity period (including any extension) of the reserve list, with a minimum of two (2) years. Two (2) years after the validity period of the reserve list has expired, all the relevant data is destroyed.

- Candidates invited to the written and oral tests but not included in the reserve list

Personal data will be kept for at least two (2) years following the creation of the reserve list in the light of possible complaints to the European Ombudsman.

- Candidates not invited to written and oral tests

Personal data will be kept for two (2) 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 sector of the Agency, responsible for the payment to the candidates. According to the financial regulations, the retention period of the financial dossiers is five years after the budget discharge.

7. Contact Information

In case you have any queries about the procedure or about the collection/processing of relevant information, you may contact the data controller who is responsible for this processing operation by using the following email address: REA-TA-JOBS@ec.europa.eu.

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

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

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

8. Legal Basis

The legal basis references which apply to the aforementioned processing operation is:

- **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:
    - 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.

c. 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.

d. Article 11, 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 Decision 2008/46/EC of 14 December 2007** setting up the Research Executive Agency for the management of certain areas of the specific Community programmes (People, Capacities and Cooperation) in the field of research in application of Council Regulation (EC) No 58/2003.

- **Conditions of Employment of Other Servants of the European Communities**
  Chapter 3 concerning the conditions of engagement of Temporary Agents (Articles 12-15).

- **Decision of the Steering Committee of 20/10/2009 (REA/SC(2009)11)** on the general implementing provisions on the procedures governing the engagement and the use of Temporary staff at the Executive Agency.