



Record of data processing activity for EASO's eRecruitment System

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| Last Update of the record | 19 th November 2020 |
| Reference number | 2020/26 |
| Data controller | Head of Recruitment, Career and Development Sector Contact: recruitment@easo.europa.eu |
| Joint controller (if applicable) | N/A |
| Data Processor (if applicable) | N/A |
| Data Protection Officer | dpo@easo.europa.eu |
| Name of processing activity | Recruitment of Temporary Agents, Contract Agents (and Seconded National Experts) |
| Purpose of processing | <p>The purpose of the processing is to recruit staff for vacancies at EASO.</p> <ol style="list-style-type: none">1) Human resources start the process by drafting a vacancy notice in consultation with the Head of Unit/Centre concerned. The vacancy notice is submitted to Executive Director (Appointing Authority) for approval.2) The vacancy notice is advertised on the EASO website and in other communication channels as applicable (i.e. EPSO website, LinkedIn etc). Applications arrive and are registered by Human Resources (HR) staff in an Excel database accessible only to HR.3) The Executive Director appoints the members of the Selection Committee.4) Selection Committee members sign an 'Absence of Conflict of Interest' declaration (Absence of Conflict of Interest declarations notified in a separate prior check on 23 May 2014)5) HR checks the applications for the eligibility requirements as stated in the vacancy notice. Files are prepared and a copy is given to each member of the Selection Committee for assessment. <p>Assessment of applications takes place: In the first phase: An evaluation grid is provided by HR to the selection committee to make the evaluations and assessment of applications on file. The outcome is a list of applicants in order of merit. The best-scoring applicants are invited for interview and written test(s).</p> <p>In the second phase: The Selection Committee scores the applicants on their interview and written test. The outcome of this process is a</p> |

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| | <p>proposal for a reserve list of suitable applicants, in the form of a signed Final Report, which is submitted to the Executive Director. This Final Report contains recommendations, based on which the ED makes a decision.</p> <p>A position is offered to the applicant selected by the Executive Director. All candidates are informed of the outcome of their application, including candidates who were not invited to an interview.</p> |
| <p>Data categories</p> | <p>For the selection and recruitment of Tas and CAs the following data is collected during the Selection Process:</p> <p>Application Form</p> <ol style="list-style-type: none"> 1) Data about the position: title and reference number 2) Data to identify and contact the applicant: family name, name, title, date of birth, place of birth, gender, nationality, correspondence address including mobile number e-mail address <p>Data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice:</p> <ol style="list-style-type: none"> 1) Professional experience, where applicants describe how they meet the essential and desirable selection criteria. For each position the data collected are: From (date) to (date), Total (years, months, days), Full-time or Part-time and %, name and address of employer, exact designation of post/rank, number and type of staff under your responsibility, description of duties, question regarding contacting previous employer, notice period (current job) or reasons for leaving (only for previous jobs, not for the current job). 2) Education: secondary, post-secondary, University, post-graduate and training courses: From (date)/To (date), Title of diploma obtained and level in ISCED classification, Name and address of institution. In addition, mother tongue and other languages: written/spoken/understanding. 3) Skills: Description of IT skills, organisational skills, communication skills and other relevant skills. 4) Motivation to apply for the position. <p>References A declaration of honour</p> <p>If requested to come for an interview:</p> <ol style="list-style-type: none"> 1) Application for reimbursement 2) Original boarding passes <p>If a contract is offered, supporting documents:</p> <ol style="list-style-type: none"> 1) Educational diplomas 2) Evidence of work (contracts, payslips, etc.) |

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| | <p>3) A medical certificate from the Commission’s Medical Service and a criminal records check. This criminal records check is stored for 2 years from the date of recruitment and then destroyed.</p> <p>For Selection Committee members their first and last name.</p> <p>Candidates’ user accounts for EASO eRecruitment portal: Username (usually their email address).</p> |
| Description of categories of persons | Candidates for vacancies at EASO and staff members appointed as Selection Committee members. |
| Time limit for keeping the data | <p>Candidates who are selected for employment have their personal data transferred to their personal file. The personal file follows the retention period of the Commission. Criminal records checks, once verified by Human Resources, are kept in the personal file for up to 2 years to allow for audits, after which they are destroyed.</p> <p>Documents related to recruited candidates for Temporary Agent and Contract Agent positions are kept in the Agent’s personal file in accordance with Article 26 of the Staff Regulations. Currently EASO follows the European Commission’s retention period for personal files.</p> <p>Selection files are kept for 10 years following the expiry of the reserve list related to the selection procedure. Following this 10-year period, selection files are destroyed.</p> |
| Recipients of the data | <p>Regarding the candidates’ data:</p> <ol style="list-style-type: none"> 1) Human Resources staff 2) Head of Administration Department 3) EASO staff taking part as member in the Selection Committee 4) Executive Director <p>For candidates invited for interviews, in addition to the above:</p> <ol style="list-style-type: none"> 5) Finance staff (i.e. for the purposes of reimbursement of travel related costs) <p>EASO does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purpose of recruitment and related planning, members of EASO’s Management Team and their line managers have access to reserve lists, and in specific cases to candidates’ applications (without supporting documents, which are kept by HR staff).</p> <p>Regarding the names of Selection Committee members: Candidates short-listed for interviews receive the name of their panel members on their invitation letters.</p> |
| Transfer to third countries or | N/A |

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| international organisations | |
| General description of security measures | Personal data will be processed in compliance with all the appropriate technical and organisational measures set to protect personal data against accidental or unlawful destruction, accidental loss or unauthorised disclosure, alteration and access or any other unauthorised form of processing. |
| How data subjects can exercise their rights to access, rectification, object and data portability (where applicable) | <p>Via e-mail to the data controller:</p> <p>Further information on the processing of your personal data is made available on the Agency's website at: https://www.easo.europa.eu/legal The link above includes EASO's General Privacy Statement as well as the privacy statements on specific data processing operations.</p> |