



Malta, 6<sup>th</sup> November 2015

**PRIVACY STATEMENT  
RECRUITMENT OF TEMPORARY AGENTS, CONTRACT AGENTS, AND SECONDED NATIONAL EXPERTS**

In accordance with Article 42(4) of Regulation 439/2010 founding EASO the processing of personal data for the recruitment of Temporary Agents, Contract Agents and Seconded National Experts is subject to [Regulation \(EC\) 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 Community institutions and bodies and on the free movement of such data.

**Purpose:**

To organise selection procedures for recruiting temporary agents, contract agents, and seconded national experts; to manage applications at various stages of the selection procedure; and to manage reserve lists.

**Controller:**

The Controller of the data is EASO, and the organisational entity entrusted with processing the personal data is the General Affairs and Administration/Human Resources at: [HR@easo.europa.eu](mailto:HR@easo.europa.eu).

**Personal data concerned:**

Personal data of candidates who apply for vacancies at EASO, and the names of the members of the Selection Committee, which are disclosed to candidates invited to an interview.

Candidates provide their personal data on a voluntary basis. However, all fields in the Application Form are mandatory and must be completed in full. EASO reserves the right to disqualify candidates who do not complete the Application Form.

In the spirit of transparency, Selection Committee members agree to disclose their names to candidates who are short-listed for interviews.

**Type of data processed:**

For candidates:

- Contact/Identification details such as name, address, telephone, email address, date of birth, gender, nationality; and
- Information provided by the candidate to verify whether he/she fulfils the eligibility and selection criteria laid down in the vacancy notice, such as education, previous working experience, languages, duties, ect.

For Selection Committee members:

- Name (last name, first name)

**Recipients:**

Candidates' data: The recipients of the data are Human Resources staff involved in the selection procedure, the members of the Selection Committee, and the Appointing Authority (Executive Director). Should the applicant's name be put on a reserve list, EASO Heads of Unit/Centre may have access to his/her application form (without supporting documents, which are kept by Human Resources).

Selection Committee members' data: The recipients are the candidates invited for interviews at EASO.

**Legal basis:**

- EASO Recruitment Policy for Temporary and Contract Agents (October 2014)
- Articles 12 - 15 and 82 - 84 of the Conditions of Employment of other servants of the European Communities (CEOS) in the case of Temporary and Contract agents.
- Decision No. 1 of the Management Board of the European Asylum Support Office of 25 November 2010 Laying down rules on the secondment of National Experts (SNE)
- Decision No 10 of the Management Board of the European Asylum Support Office of 4 July 2012 on the adoption of Implementing Rules to the Staff Regulations
- Decision No 11 of the Management Board of the European Asylum Support Office of 4 July 2012 on implementing rules on Middle Management staff
- Decision No 12 of 4 July 2012 General implementing provisions on the procedure governing the engagement and use of Temporary Agents at the European Asylum Support Office
- Decision No 13 of 4 July 2012 General implementing provisions on the procedures governing the engagement and use of Contract Staff at the European Asylum Support Office
- EASO Document Retention Schedule – Administrative (October 2014)

**Right to access and rectify:**

Candidates are permitted to correct any data in their applications until the deadline for submission, by sending a new application.

Candidates have the right to access, erase, block, update or rectify their personal data in the cases foreseen by Articles 13 and 16 of the Regulation (EC) No 45/2001 by sending a written request to [HR@easo.europa.eu](mailto:HR@easo.europa.eu)

It is not possible to update or rectify data related to the eligibility criteria after the deadline set by the vacancy notice.

Candidates have the right to access the information of the selection or recruitment file, comprising test results, within the limitations of the principle of secrecy of the Selection Committee's proceedings, as set out in Article 6 of Annex III of the Staff Regulations of Officials of the European Communities, by sending a written request to [HR@easo.europa.eu](mailto:HR@easo.europa.eu)

Candidates have the right to object to the processing of their personal data in the context of the recruitment procedure in the cases foreseen by Article 18 of Regulation (EC) No 45/2001 by sending a written request to [HR@easo.europa.eu](mailto:HR@easo.europa.eu).

**Retention period for the personal data:**

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 for a period of 10 years as of the termination of employment or as of the last pension payment. The same filing practice is used for Seconded National Experts (SNEs).

Selection files of non-recruited applicants are kept for 2 years following the expiry of the related reserve list. Following this retention period, personal and selection files are destroyed.

**Recourse:** EASO's Data Protection Officer [dpo@easo.europa.eu](mailto:dpo@easo.europa.eu) or the [European Data Protection Supervisor](http://www.edps.europa.eu) <http://www.edps.europa.eu>.

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