

SPECIFIC PRIVACY STATEMENT RELATING TO THE RECRUITMENT OF SECONDED NATIONAL EXPERTS (SNE)

As the body responsible for the selection of National Experts on Secondment (SNEs), the European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA) ensures that applicants' personal data are processed in compliance with the provisions of 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 EU Institutions and bodies and on the free movement of such data¹.

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data.

The Data Controller for this process is the Head of Human Resources Unit (HRU).

Legal Framework

The legal framework for the secondment of national experts is laid down in the Decision No 2012-025 of the Management Board of the European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA) of 28 June 2012 Laying down Rules on the Secondment of National Experts (SNE) to the Agency for the operational management of large-scale IT systems in the area of freedom, security and justice.

Why do we collect personal data?

The sole purpose of processing personal data is to enable Recruitment and Selection procedures. Data is collected as part of the recruitment process and to enable the relative merits of all candidates to be evaluated in order to establish reserve list and recruit one or more suitable persons for the published calls.

What personal data do we collect?

The data which is retained includes the information contained in the application form/CVs and (if applicable) any additional data which is gathered or provided as part of the application process, e.g. specific forms.

Which technical means do we use to process the data?

All the personal data is stored on internal eu-LISA servers. Access to the data is restricted to the HRU on a "need to know basis", as well as to other staff that may provide support in the application process in particular during the recruitment phase.

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

The information provided is only accessible to a strictly limited number of staff members of the HRU and the Selection Committee members.

¹ OJ, L 8 of 12 January 2001

When necessary, other recipients of your personal data may be involved and on a case-by-case assessment as such the Executive Director, Security and/or Legal Officer of eu-LISA and external supervisory instances.

PMO (Office for Administration and Payment of Individual Entitlements) will receive some of the submitted information in order to establish the entitlements of the SNE.

What security measures are taken to safeguard against possible misuse of or unauthorised access to your personal data?

Data are stored safely in the external hosting infrastructure and within the eu-LISA premises. Measures are taken to ensure the confidentiality and integrity of all eu-LISA's electronic assets. Therefore, the privacy of applicants' personal data is protected.

eu-LISA is responsible for monitoring implementation of the rules governing the granting of access rights and for ensuring overall compliance with data protection regulations.

HRU is responsible for granting the access to the relevant information based on the principles of need-to-know and least-privilege. These principles takes into consideration the function, job and responsibilities of the member of staff requesting access rights. Such rights are therefore continually updated in line with changes in the assignment of members of staff.

eu-LISA security team is performing active monitoring of the hosting infrastructure.

How long do we keep your data?

eu-LISA will store the SNE`s applications for varying periods of time depending on the outcome of each application:

- Successful candidates: the data will be stored for 10 (ten) years as of the termination of secondment;
- Candidates included on a reserve list, but not seconded: the data will be stored for the duration of the validity of the reserve list and then for 1 year following the expiry of the reserve list's validity;
- Non-successful candidates: the data will be stored for 2 (two) years following the Appointing Authority's decision on the seconded offer to be made;
- The financial data related to the selection procedure interviews reimbursement is kept for a period of 5 (five) years required by the Financial Regulation.

After the allotted timeframe for retention of personal data has elapsed, eu-LISA may need to keep certain information for statistical purposes. In this case, any data permitting the identification of the candidate will be destroyed according to Article 4 of Regulation (EC) 45/2001.

Right of access and rectification of your information

You have the right to request access to any personal data about eu-LISA holds in your regard and to have the data corrected, updated or deleted if it is no longer accurate.

In the case of identification data, you can rectify your data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of candidatures' submission.

Furthermore, you have right to have access to your evaluations results from all stages of the recruitment procedure upon written request to be addressed to the e-mail address indicated below.

This right to access is provided only for aggregated results and in no case is extended to the comparative data concerning other applicants (comparative results), neither to the individual opinions of the members of the respective Selection Committee.

You have also right to have access to the names of the members of the Selection Committee appointed for the concerned selection procedure upon written request to be addressed to the e-mail address indicated below.

Substantiated requests should be e-mailed to the Human Resources Unit at eulisa-SNEPOSTING@eulisa.europa.eu.

Whom to contact if you have queries or complaints?

The first level of contact is the Human Resources Unit at eulisa-SNEPOSTING@eulisa.europa.eu. For any complaints, concerning the processing of your personal data you should contact the eu-LISA Data Protection Officer (dpo@eulisa.europa.eu).

You have the right to lodge a complaint, at any time, to the European Data Protection Supervisor concerning the processing of your personal data (edps@edps.europa.eu).