

**Protection of personal data in relation to selection and recruitment of temporary agents,
contract agents and seconded national experts**

Identity of controller:

The European Defence Agency

Purpose of processing:

To organise selection procedures to recruit different categories of staff; to manage applications at the various stages of these selections; to manage and check the use of reserve lists.

Data concerned:

The data of candidates registered for the selections.

Candidates are free to give their data on a voluntary basis, although failure to reply to mandatory fields in the application form will exclude them automatically from recruitment.

Type of data processed:

- Personal data allowing the candidate to be identified, i.e. surname, first name, date of birth, gender;
- Information provided by the candidate to allow the practical organisation of preselection and other tests, i.e. address information: street, postcode, town, country, telephone, fax, e-mail;
- Information provided by the candidate to verify whether he/she fulfils the eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, languages, education, employment record, military/civil service record;
- If applicable, results of the pre-selection or written/oral tests.

Legal basis:

COUNCIL DECISION 2011/411/CFSP of 12 July 2011 defining the statute, seat and operational rules of the European Defence Agency and repealing Joint Action 2004/551/CFSP

COUNCIL DECISION of 24 September 2004 concerning the Staff Regulations of the European Defence Agency and COUNCIL DECISION of 29 January 2007 amending Decision 2004/676/EC concerning the Staff Regulations of the European Defence Agency.

COUNCIL DECISION of 24 September 2004 concerning the Rules applicable to national experts and military staff on secondment to the European Defence Agency (2004/677/EC) and COUNCIL DECISION of 29 January 2007 amending Decision 2004/677/EC with regard to a minimum period of secondment of national experts and military staff seconded to the European Defence Agency.

Recipients of the data processed:

- Human Resources Unit (staff in charge of recruitment);
- Members of the Selection Board;
- Appointing Authority (Chief Executive);

- Also, if appropriate, access will be given to the Internal Audit Service, the European Ombudsman, the Civil Service Tribunal and the European Data Protection Supervisor;
- Should the applicant's name be put on a reserve list and should a similar vacancy arise in another Directorate, the Director to which the vacancy belongs can have access to the CV and results of the evaluation of the applicant.

Lawfulness of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis Council decision 2011/411/CFSP of 12 July 2011 defining the statute, seat and operational rules of the European Defence Agency and repealing Joint Action 2004/551/CFSP, as well as art. 5(a) of the Regulation (EC) N° 45/2001 of the European Parliament and 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.

The data subject's rights:

Candidates have a right to access their data. They have a right to update or correct at any time their identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.

Candidates have a right of access to their evaluation results, with the exception of comparative results of other applicants or of the opinions of individual members of the Selection Board.

Information on the conservation period of personal data:

- Documents related to recruited candidates for TA and CA positions are kept in the agent's personal file, in accordance with art. 32 and art. 103 of the EDA Staff Regulations. The current practice at EDA is to keep personal files until 5 years after the jobholder has terminated employment at the agency, provided there are no pending claims or any other open issues concerning their EDA employment relationship. The same filing practice and retention is applied for recruited SNEs.

- Documents related to non-recruited TA, CA and SNE applicants:

Personal data contained in supporting documents will be deleted where possible when those data are not necessary for budgetary discharge, control and audit purposes at expiration of the 3 years retention period.

- Documents related to non-recruited TA, CA applicants entered on a reserve list: The retention period shall be for a period of 2 years following expiry of the reserve list.

Candidates are entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

Date when processing starts: Date of application.

Contact information: Head of Human Resources

European Defence Agency

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