

## PRIVACY STATEMENT

### for Recruitment

#### 1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data with regard to the action involving the present data processing operation and what rights you have as a data subject.

EDA protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1.1 of Regulation No 2018/1725).

#### 2. CONTROLLER OF THE PROCESSING OPERATION

EUROPEAN DEFENCE AGENCY  
Rue des Drapiers 17-23  
B-1050 Brussels  
[www.eda.europa.eu](http://www.eda.europa.eu)

#### 3. PURPOSE OF THE PROCESSING

Personal data are processed to select and recruit different categories of statutory staff (temporary staff and contract staff), non-statutory staff (seconded national experts) and trainees (participating in the Blue-Book Trainee (BBT) Scheme of the European Commission or in the EDA Traineeship Programme for recent graduates); to manage applications at the various stages of these selections; to manage and check the use of reserve lists when applicable.

#### 4. 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, other relevant for the job skills such as knowledge of computer software;

Information about the length of the legal notice period required, objection against inquiry with present employer, periods spent abroad, references, motivation, declaration of honour as well as where the applicant found out about the vacancy;

If applicable, results of the pre-selection or written/oral tests (temporary staff, contract staff and seconded national experts);

Information regarding security clearance and police record;

Financial information (BAF- bank details form) – for those invited for an interview having the right to be reimbursed);

Medical data in the context of the pre-employment medical visit of those candidates who received a job offer and accepted it (not applicable to SNEs and trainees).

Information about disability might be requested in order to facilitate the access of the candidate(s) to the EDA premises.

#### **5. RECIPIENTS OF THE DATA**

- Human Resources Unit (staff in charge of recruitment);
- Members of the selection panel for temporary staff, contract staff and seconded national experts positions;
- Members of the requesting unit for trainees;
- EDA Finance Unit (for the purpose of reimbursement of travel costs related to interviews);
- Director of the Corporate Services Directorates (CSD);
- Deputy Chief Executive;
- Authority Authorised to conclude contracts of employment (Chief Executive).

Also, if appropriate, access will be given to:

- the Internal Audit Service;
- the European Ombudsman;
- the Civil Service Tribunal;
- OLAF;
- ECA;
- EDA Internal Auditor;
- EDA Legal Advisor;
- the European Data Protection Supervisor.

Should the applicant's name be put on a reserve list (temporary staff, contract staff and seconded national experts) 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.

With regard to pre-employment medical check-ups: The Medical Service of the Council (not applicable for SNEs and trainees).

#### **6. PROTECTION AND SAFEGUARDING OF THE DATA**

Submission of applications to vacancies are done electronically via the appropriate IT tool. The applicant has to register an account accessible via an username and a password.

EDA has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected.

Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.

#### **7. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA**

Candidates have the right to access their personal data inserted in the appropriate recruitment IT tool. 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 panel.

Candidates placed on a reserve list have the right to amend their identification data such as surname, email, address, phone number, by contacting the HR Unit at [recruitment@eda.europa.eu](mailto:recruitment@eda.europa.eu)

All legitimate requests will be handled within 10 working days.

## **8. TIME LIMIT FOR STORING DATA**

Recruitment documents related to selected candidates for temporary staff and contract staff positions are kept in the agent's personal file, in accordance with art. 33 and art. 104 of the EDA Staff Regulations for a period of 5 years after the jobholder has terminated employment at the agency. The same filing practice and retention is applied for recruited SNEs and trainees.

Documents related to non-selected applicants for temporary staff, contract staff and seconded national experts positions:

- Personal data contained in supporting documents will be deleted after 6 years following the closure of the selection for candidates invited for interview, or after 3 years for candidates not invited for interview.
- Personal data of non-selected applicants for trainee positions will be deleted after 3 years following the closure of the selection.
- For candidates who created an application but finally did not submit it, the personal data is deleted as soon as the selection is completed.

Documents related to non-recruited applicants for temporary staff, contract staff and seconded national experts positions placed on a reserve list:

- The retention period shall be for a maximum period of 6 years following the closure of the selection.

Specification with regard to the processing of security clearance and/or police record:

The formal job offer to candidates which have successfully passed the interview includes a request to provide a recent excerpt of the police record, which is conditional for confirmation of the recruitment. This document is thus asked only from the candidate(s) to be recruited. This document is only consulted by the HR Officer in charge of the respective recruitment and then always returned to the candidate concerned. An acknowledgment of receipt is placed in the personal file of the candidate who becomes a staff member.

Security clearance(s) are handled in accordance with notification DPO-15-PSC, namely up to 1 month after termination/end of the contract.

Spontaneous applications are deleted after having informed the applicant(s) that the application cannot be kept in accordance with Regulation 2018/1725.

Anonymised data could be kept longer for statistical purposes.

## **9. LEGAL BASIS FOR THE PROCESSING OPERATION**

- Articles 5(b) and (d) of Regulation 2018/1725;
- Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency.

#### **10. CONTACT DPO**

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at [dataprotection@eda.europa.eu](mailto:dataprotection@eda.europa.eu).

#### **11. RECOURSE TO EDPS**

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

#### **12. ADDITIONAL INFORMATION**

More information on Data Protection at the European Defence Agency can be obtained on our public website <https://www.eda.europa.eu/Aboutus/how-we-work/data-protection>.