



NOTIFICATION FORM

FOR DATA PROCESSING OPERATIONS

Date of registration: 22.7.2011

Register No: HR2

1. Name of the data processing operation

Selection procedure for seconded national experts (SNE)

2. Data Controller

Programme or Group:	ADS 1/Human Resources Management
Function:	Head of Group
Contact person:	Catia Marigo, catia.marigo@eea.europa.eu

3. Description of the processing operation

3.1. Area of activity in which the processing is carried out

The purpose of the processing operations is to manage candidates' applications in view of possible secondment of national experts to the EEA, in an efficient and transparent manner.

The personal data processed within the selection procedure fall under Article 27 (2) (a) and (b) of Regulation (EC) No 45/2001. The processing operation has been prior-checked by the European Data Protection Supervisor (Case C2009-0720).

3.2. Modalities for the processing operation

<input checked="" type="checkbox"/> Manual processing	<p>The process of secondment of national experts is initiated by a letter to the members of the Management Board of the EEA, inviting them to propose candidates in the various areas of expertise as laid down in the list of profiles attached to the letter. Application CVs are submitted in the form of proposals by the EEA Management Board members. The Selection Committee made up of the Executive Director and the Head of Programme where the expert will be assigned is provided with copies of the candidates' applications for screening and selection of qualified candidates for interview.</p>
<input type="checkbox"/> Automated processing	

3.3. Are the Personal data processed by an entity external to EEA ('processor')	
<input type="checkbox"/>	Yes (Please attach the contract or the legal act governing the carrying out of the processing)
<input checked="" type="checkbox"/>	No

4. Lawfulness and purpose of the processing	
4.1. Legal basis	
Commission Decision C(2006) 2033 of 1.6.2006 laying down rules on the secondment of national experts to the Commission applied by analogy by EEA	
4.2. Grounds for lawfulness	
Processing is necessary for the performance of a task carried out in the public interest by the Community institutions and bodies which includes the processing of personal data necessary for the management and functioning of those institutions and bodies (Article 5(a) of Regulation (EC) No 45/2001).	
4.3. Purpose of the processing	
Management and administration of candidates' applications in view of possible secondment to EEA. See sections 4.1 and 4.2 above.	

5. Features of the processing operation	
5.1. Categories of data subjects concerned	
National or international civil servants or persons employed in the private sector, in the various areas of expertise where EEA wants to reinforce its capacities, identified by the Programmes and endorsed by the EEA Executive Director, then proposed by the EEA Management Board members.	
5.2. Categories of data	
5.2.1 Data whose processing is likely to present specific risks and is subject to prior checking by the EDPS	
<input checked="" type="checkbox"/>	Data relating to suspected offences, offences, criminal convictions or security measures
<input checked="" type="checkbox"/>	Data relating to the evaluation of personal aspects of the data subject (e.g. abilities, efficiency and conduct)
<input type="checkbox"/>	Data concerning linkages (not provided for by national or Community legislation) between data processed for different purposes
<input type="checkbox"/>	Data relating to the exclusion of individuals from a right, benefit or contract

5.2.2 Other categories of data

- Information and data that the data subject provide in his/her CV and/or the motivation letter, i.e. name, title, gender, date of birth, nationality, language skills, contact details, education, professional experience, credentials, etc...
- Sensitive data such as age and gender that may be revealed in the application are not used for the purpose of the selection process but exclusively to guarantee equal opportunities. No sensitive data as defined in Article 10(1) of Regulation (EC) No 45/2001 are processed.
- Candidates invited to interviews are also requested to provide a legal entity form accompanied by a copy of an ID and a financial identification form providing their bank accounts details in order to be encoded in the EEA accounting system to allow the processing of reimbursement of travel and subsistence expenses.
- Originals or certified copies of evidence of social security coverage are requested to the candidate who is offered a position, prior to final secondment.

6. Retention practice of personal data

- For recruited applicants, personal data is retained for a period of maximum 10 years after the termination of secondment;
- For unsuccessful applicants, personal data is retained for a period of maximum 2 years following the selection procedure.

7. Personal data processed for historical, statistical or scientific purposes

Only aggregated data is used for statistical purpose

Purpose	Categories of data	Storage media
<input type="checkbox"/> Historical		<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input checked="" type="checkbox"/> Statistical	Gender and nationality	<input checked="" type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted
<input type="checkbox"/> Scientific		<input type="checkbox"/> Anonymous <input type="checkbox"/> Encrypted

8. Recipients or categories of recipients to whom the data might be disclosed

- Human Resources Management group
- Appointed members of the Selection Committee
- EEA Management Board members who propose the candidates
- Members of the Senior Management Team may have access to the applications for information purpose only.

9. Proposed transfer of personal data to third countries or international organisations (Please tick whichever is applicable or indicate 'n/a' (not applicable))

Yes

No transfer of personal data to third party countries or international organisations.

10. Information given to the data subjects as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

A privacy statement informing the data subjects about their rights is also available on the EEA external website (see Annex 1 attached).

11. Procedures to enable data subjects to exercise their rights (*as indicated in Articles 13 to 19 of the Regulation (EC) No 45/2001, i.e. access, rectification, blocking, erasure, objection*)

See section 11 above.

12. Time limits for blocking and erasure of the different categories of personal data (*on justified legitimate request from the data subject – Please, specify the time limits for every category*)

Categories of data	Blocking	Erasure
Any personal data asked for	Within maximum 15 calendar days	Within maximum 15 calendar days