



## NOTIFICATION FORM

### FOR DATA PROCESSING OPERATIONS

Date of registration: 22.7.2011

Register No: HR1

#### 1. Name of the data processing operation

Selection procedure for temporary agents (TA) and contract agents (CA)

#### 2. Data Controller

Programme or Group: ADS 1/Human Resources Management

Function: Head of Group

Contact person: Catia Marigo, [catia.marigo@eea.europa.eu](mailto: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 recruitment at the EEA, therefore to acquire sufficient number of appropriately qualified personnel, on the broadest possible basis from among nationals of EEA's Member Countries, 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 C2009-0467)

##### 3.2. Modalities for the processing operation

Manual processing

*(please describe)*

Applications are first checked against the eligibility criteria by the HRM group and then printed and circulated to the selection committee members for the screening phase (against eligibility and selection criteria – essential and advantageous). The selection committee examine the applications provided in order to shortlist the best candidates to be interviewed; the screening is carried out on selection criteria that can be verified on the basis of the applications only. The selection committee members reach a final decision by consensus. After the interviews, the selection committee members draw up a list of

	suitable candidates which is submitted to the Appointing Authority who will decide on the establishment of a reserve list. The Appointing Authority may decide to undergo recruitment interviews with some or all suitable candidates in order to offer the position and define the candidates for the reserve list (where applicable).
<input checked="" type="checkbox"/> Automated processing <i>(please describe)</i>	Application must be submitted online through the EEA website and must include a motivation letter and a CV in the Europass CV format. Applications and related documents are stored in a Lotus Notes database.
<b>3.3. Are the Personal data processed by an entity external to EEA ('processor')</b>	
<input type="checkbox"/>	Yes <i>(Please attach the contract or the legal act governing the carrying out of the processing)</i>
<input checked="" type="checkbox"/>	No

<b>4. Lawfulness and purpose of the processing</b>
<b>4.1. Legal basis</b>
<ul style="list-style-type: none"> <li>o Staff regulation of Officials and Conditions of employment of other servants of the European Communities, and in particular Articles 12 to 15, and 82 to 84 thereof;</li> <li>o EEA Management Board Decision EEA/BU/51/written procedure of 21.5.2010 adopting implementing rules on the engagement and use of temporary agents;</li> <li>o EEA Management Board Decision EEA/BU/51/written procedure of 21.5.2010 adopting implementing rules on the engagement and use of contract agents;</li> </ul>
<b>4.2. Grounds for lawfulness</b>
<p>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).</p> <p>Processing is necessary for compliance with legal obligation laid down in the Staff Regulations and the Conditions of Employment of Other Servants of the European Communities to which the controller is subject (Article 5(b) of Regulation (EC) No 45/2001).</p>
<b>4.3. Purpose of the processing</b>
Management and administration of candidates' applications in view of possible recruitment at EEA. See sections 4.1 and 4.2 above.

5. Features of the processing operation	
5.1. Categories of data subjects concerned	
Any candidate who apply to a EEA vacancy notice	
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	
<input checked="" type="checkbox"/>	<p>Information and data that the data subject provide in his/her CV, the motivation letter and in the online application, i.e. name, title, gender, date of birth, nationality, language skills, contact details, education, professional experience, credentials, etc...</p> <p>Sensitive data such as age and gender that may be revealed in the application are not used for the purpose of the recruitment process.</p> <p>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.</p> <p>Originals or certified copies of evidence of nationality and qualifications, as well as evidence of character references and "medical-fit-to-work" certificate are requested to the candidate who is offered a position, prior to final recruitment.</p>

6. Retention practice of personal data	
<ul style="list-style-type: none"> <li>○ For recruited applicants, personal data is retained for a period of 10 years after the termination of employment;</li> <li>○ For non-recruited applicants on a reserve list, personal data is retained for the period of validity of the reserve list;</li> <li>○ For unsuccessful applicants, personal data is retained for a period of 2 years following the selection procedure.</li> </ul>	

## 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

All recipients are on a "need to know" basis:

- Human Resources Management group
- Appointed members of the selection committee
- Executive Director
- Heads of Programme and Heads of Group may have access to applications of candidates included in reserve lists for recruitment purposes

## 9. Proposed transfer of personal data to third countries or international organisations

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)

Any vacancy notice published by EEA contains the following provisions on data protection:

Any personal data provided by the applicant shall be processed pursuant to European Regulation related to personal data protection, in particular Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movements of such data. This applies in particular to the confidentiality and security of such data.

Personal data shall be processed solely for the purposes of this selection procedure.

The applicant shall have the right of access to his/her personal data and the right to rectify or update any such data that is inaccurate or incomplete at any time during the application procedure. The right to rectify can only be exercised up to the closing date for submission of applications. However, inaccurate identification data may be rectified at any time during and after the application procedure. Any request for access or rectification of personal data shall be addressed in writing to the Human Management Resource Group at the address: European Environment Agency, Kongens Nytorv 6, 1050 Copenhagen K, Denmark, or at the e-mail address: [recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu).

The applicant can, upon request, be provided with their evaluation results at all stages of the selection procedure. The request must be submitted to the Human Management Resource Group at the address: European Environment Agency, Kongens Nytorv 6, 1050 Copenhagen K, Denmark, or at the e-mail address: [recruitment.enquiries@eea.europa.eu](mailto:recruitment.enquiries@eea.europa.eu).

The Agency does not make public the names of successful candidates on reserve lists. However, it is possible that,

for the purposes of recruitment and related planning purposes, Heads of Programme and Heads of Group may have access to reserve lists and in specific cases, to the application of a candidate.

Should the applicant have any queries concerning the processing of his/her personal data, s/he shall address them to the European Environment Agency at the following e-mail address:

[dataprotectionofficer@eea.europa.eu](mailto:dataprotectionofficer@eea.europa.eu)

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the EEA.

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

