



Schola Europaea

Office of the Secretary General
Human Resources Unit

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Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General

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Effective from May 25, 2018

The Office of the Secretary General (hereinafter, the “OSG”) is committed to respecting your privacy and to complying with the requirements of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data on the free movement of such data (hereinafter, “the GDPR”).

‘Personal data’ means any information related to an identified or identifiable natural person. At the OSG the ‘data subjects’ are in particular the candidates to open vacancies, the Administrative and Ancillary Staff (“AAS”), the Seconded Staff, the temporary staff and trainees.

As defined by Article 4 (7) of the GDPR, the ‘controller’ is the natural or legal person, public authority, agency or other body which alone or jointly with others, determines the purposes and means of the processing of personal. The Secretary general¹ is considered to be the ‘controller’.

This Privacy Statement informs you about how the OSG processes information it collects about you during the selection and recruitment process. It sets out what kind of personal data it may collect about you, how it processes them, and what are your rights in relation to such collection.

¹ Contact details: OSG-SECRETARY-GENERAL@eursc.eu

1. What are the categories of personal data collected by the OSG?

The categories of personal data that are typically collected and processed in the recruitment context are:

- Contact details: name and surname, address, telephone number and email address,
- Recruitment information: competences, skills, experience and education, e.g. your updated CV (Euro pass format), previous employments, educational details, diplomas and qualifications, third party references, criminal convictions and offenses records,

No original certificate of criminal convictions and offences will be archived as such in the AAS's individual file. Instead, a Statement signed by the HR Head of Unit, acknowledging that the certificate was read, will be archived in the individual file.

- Correspondence: email exchanges with the candidate (standard replies to applicants, invitation letters to candidates to be interviewed, negative letters to non-selected candidates),
- Evaluation sheets.

2. What are the purposes for which personal data are collected?

The OSG will collect, use, store and process your personal data to select and recruit candidates suitable to cover the OSG's vacancies, as follows:

- Communicating with you, in the context of recruitment activities, such as:
 - To obtain additional information where necessary;
 - To provide you with information relating to your application and to fulfil your requests.
- Managing recruitment activities, including activities related to organizational planning, such as:
 - To set up and conduct interviews and assessments;
 - To evaluate, select and recruit applicants;
 - To contact third party references provided by you to evaluate your previous performances.

The OSG will collect, use, store and process your personal data to comply with legal and regulatory obligations.

3. What is the legal basis for the processing of personal data?

The legal basis for the processing of your personal data as candidate relies on:

- Article 6, paragraph 1, numeral (f) of the GDPR: legitimate interest,
- Service Regulations for the Administrative and Ancillary Staff (AAS) of the European Schools,
- Recruitment policy and procedure applicable to the Administrative and Ancillary Staff of the European Schools,

- Guidelines for the Management of personal files in the OSG.

4. Who has access to the personal data and whom do we share them with?

During the selection process of recruitment, your data will only be processed for the purposes described in this Privacy Statement, by:

- The Human Resources Unit of the OSG,
- The Secretary General and Deputy Secretary General,
- The Members of the Selection Committee (Head of Unit HR –chairman of the Selection Committee -, the relevant Head of Unit according to the required profile, one or two persons belonging to another unit; or a School's staff member, suitable to evaluate candidates in virtue of the required profile).

The OSG will not disclose your personal data outside of the European Union.

5. How long do we keep your personal data?

Recruitment files, both paper and/or electronic versions, are stored for three years, for audit purposes.

Recruitment files of unsuccessful candidates may be referred to for other vacancies which arise in the future.

In case of appointment, some documents contained in your recruitment file (CV, diplomas, certificates) will become part of your staff member's individual file.

6. What steps are taken to safeguard your personal data?

In order to protect your personal data, a number of technical and organizational measures have been put in place. These include appropriate measures to address online security, physical security, risk of data loss, alteration or unauthorized access taking into consideration the risk represented by the processing and the nature of the data being protected.

Moreover, we limit access to the databases containing personal data to authorized persons having a legitimate need to access such information, pursuant to the purposes described above.

7. What are your rights?

With respect to the processing of your personal data, you have the right to be informed and to access to your personal data, as well as the right to rectification, the right to erasure and the right to object to the processing. Please note that data related to the admissibility criteria can be rectified after the closing date of submitting applications, but will not be taken into account for the recruitment decision.

The applicant cannot change appreciations or comments added to the file by the evaluators.

To facilitate the exercise of your rights, you can present your request at OSG-DATA-PROTECTION-OFFICER@eursc.eu

The OSG will respond to these requests without undue delay and within one month at the latest. Should the OSG decline to comply with a request, you will be informed of the reasons for such a decision.

Please be informed that in case you object to certain processing activities or request that we delete your information, the OSG may be unable to continue the working relationship with you.

8. Whom should you contact?

You can contact the HR Unit at OSG-HR-SECRETARIAT@eursc.eu should you need any further information regarding the processing of your personal data.

You also have the possibility to contact the [Data Protection Authority](#), if you consider that your rights under the GDPR have been infringed as the result of the processing of your personal data by OSG.

9. Changes to this Privacy Statement

We reserve the right to update this Privacy Statement at any time, and we will provide you with a new Privacy Statement when we make substantial changes.