



European Economic and Social Committee

Privacy statement: Recruitment of agents for the European Economic and Social Committee (EESC)

[Regulation \(EU\) 2018/1725](#) applies to the processing of personal data collected during the recruitment of staff for the EESC. The processing of personal data is necessary in order to select and appoint the most suitable candidates to non-permanent jobs at the EESC, to be filled by temporary or contractual agents.

1. Who is responsible for the processing of personal data ?

The European Economic and Social Committee is responsible (as controller) for the processing of personal data. The responsible service is unit E.2. PER "Recruitment and Salaries" in the Directorate for Human Resources and Finance (recrutement-carriere@eesc.europa.eu)

2. What is the purpose of the processing?

The EESC sometimes has vacancies for contract or temporary agents to be hired on non-permanent jobs. Contract agents are usually recruited from a pool of applicants, kept on a database (the Recruiter Portal) available to all EU institutions following a selection procedure organised by EPSO known as CAST Permanent. For those with a specific profile that cannot be identified from the CAST lists available, the EESC will consider unsolicited applications, collected via the local ad hoc online application tool. The purpose of processing personal data submitted via this local ad hoc application online tool is to efficiently collect unsolicited applications addressed to the EESC and identify potential candidates for non permanent posts. It ensures secure collection of data submitted by the candidate. The ad hoc online application tool is thus an additional source of potential candidates.

Some personal data processed later in the recruitment process also serve the purpose of establishing the rights and entitlements of the EESC future staff in order to calculate and pay his/her salary.

The collection of certain information about your visit to the website is necessary in order to improve the configuration of the IT infrastructure and security of the websites. More anonymised information is furthermore used to improve the site content and design, and to better suit our users' needs.

3. What is the legal basis for the processing?

Lawfulness of processing is based on Article 5(a) and Recital 22 of Regulation (EC) No 2018/1725. This processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities and for the functioning of the institution and management of staff.

The personal data transmitted may be processed exclusively for the purposes of:

- identifying potential candidates for a selection process

- checking that applications comply with the obligations of Articles 12 to 15 (temporary staff) or 82 to 84 (contract staff) of the Conditions of employment of other servants of the European Union.

4. What personal data are processed ?

The following categories of personal data are concerned :

For the selection:

- Data identifying the applicant: surname, first name, gender, date of birth, postal and e-mail address, telephone number, and, if necessary for the candidate, a statement declaring any disability.
- Information provided by the candidate to contact the candidate and allow practical organisation of interviews: postal address, email address.
- Information provided by the candidate to allow the verification of the eligibility and selection criteria: nationality, education and training (diploma awarded), professional experience, linguistic and job related skills and competencies. On their own initiative, applicants may voluntarily send documents such as letters of recommendation, certificates showing language competences, etc.
- For management posts (temporary agents), an assessment centre report can also be processed.

For recruitment:

- diplomas, certificates of previous employment and training
- medical aptitude certificate
- extract of police record
- military service certificate

For the establishment of rights:

- birth certificate
- proof of nationality
- place of residence
- marital status
- data concerning his/her parents, birth certificate of dependent children, spouse.

For the payment of travel expenses and salary and rights:

- financial information forms (legal entity and bank identification forms).

For the online application form:

When visiting our site we collect and store in log files your Internet Protocol (IP) address, the pages or services accessed, browser used, operating system and the timestamp of the visit. That same data is also separately stored without the IP address.

5. Who are the recipients or categories of recipients of your personal data?

Access to your personal data is provided to authorised staff on a need to know basis. Such staff abide by statutory and, when required, additional confidentiality agreements.

During the selection phase :

- hierarchical superior in charge of the entity where the vacant job exists, for the pre-selection and selection phases.
- members of the HR team in the Recruitment sector (REC) of the PER unit
- the other members of the selection board

- external consultant in case of an assessment centre (in case of management function for temporary agents)

During the recruitment phase:

- members of the HR team in the Recruitment sector (REC) of the PER unit
- the Communication and administrative documents sector (ADI)
- the Financial Verification sector
- the Salary sector
- the Rights and Obligations sector
- the Authority empowered to conclude contracts or their delegate

6. Are your personal data transferred to a third country (non-EU Member State) or international organisation?

Your personal data will not be transferred to a third country or international organisation.

7. How can you exercise your rights?

You have the right to request access to your personal data. Also, you have the right to request rectification or erasure or restriction of the processing of your personal data.

Where applicable, you have the right to object to the processing of your data. Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability).

You can direct your queries to (recrutement-carriere@eesc.europa.eu). The query will be dealt with within 15 working days.

You have the right to lodge a complaint to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation EU 2018/1725 have been infringed as a result of the processing of your personal data by the EESC.

8. How long are your personal data kept for?

The time limits for storing the data are as follows:

- 3 years for applicants not recruited, starting from the date of appointment of the chosen candidate.
- 10 years from the end of the period worked by a recruited applicant or the last payment of their pension.
- Digital data is automatically erased from the ad hoc online database if the applicant has not updated their data within one year of applying.
- Personal data collected via the online application form (IP based, as mentioned above) are stored on the servers of the Committee for a period of 3 years. Beyond this period, data will only be stored anonymously for statistical purposes.

9. Are the personal data collected used for automated decision making, including profiling?

The EESC will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

10. Will your personal data be further processed for a purpose other than the one for which they have been obtained?

The data submitted via the online ad hoc application module may also be used to compile anonymised statistics, which may be used for analysis and forward planning in the area of human resources management at the EESC.

11. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the data controller (recrutement.carriere@eesc.europa.eu). You may also contact, at any time, the [Data Protection Officer of the EESC](#) (data.protection@eesc.europa.eu) and/or the [European Data Protection Supervisor](#) (edps@edps.europa.eu).