



**European Committee
of the Regions**

PRIVACY STATEMENT

RECRUITMENT OF OFFICIALS

1. Short Description

As part of the selection and recruitment of permanent staff (officials) at the European Committee of the Regions, personal data are processed in accordance with Regulation No 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

By validating your application, you consent your personal data to be processed in accordance with the procedure described in this privacy statement.

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

The European Committee of the Regions (CoR) is responsible (as controller) for the processing of personal data.

The responsible service is the Recruitment and Career Unit.

Contact: Head of the Recruitment and Career Unit
European Committee of the Regions
Directorate for Human Resources and Finance
Rue Belliard/Belliardstraat 101
1040 Bruxelles/Brussel
BELGIQUE/BELGIË
recruitment-official@cor.europa.eu .

3. What is the purpose of the processing?

The purpose of the processing of your personal data provided as part of an application, mentioned in your CV, in your EPSO profile and/or required by the competent body during the recruitment process, is to enable the selection and recruitment of persons of the highest standard of ability, efficiency and integrity, satisfying Article 28 of the Staff Regulations of Officials of the European Union and the terms of the vacancy notice in order to fill vacancies in the establishment plan of the general secretariat of the CoR; to draw up the recruitment file, which forms the basis of the personal file; and to enable the successful candidate's personal data to be entered into the electronic human resources management programmes.

4. What is the legal basis for the processing?

Articles 4, 7, 27, 28, 29, 32, 33, 34 and 45 of the Staff Regulations and Decision No 93/2014 on general implementing provisions relating to the classification in step upon recruitment of officials or engagement of temporary staff.

5. What personal data are processed?

The personal data processed in the context of a selection and recruitment procedure are as follows:

- CV (provided by each candidate in a competition or following the publication of a vacancy notice), containing the candidate's name, contact details, information on professional and academic background and, in some cases, also nationality, date of birth, marital status and/or personal photo.
- Internal documents relating to the selection procedure (minutes drawn up following the publication of a vacancy notice, evaluation grids, summary note drafted by the person responsible in the requesting service, medical fitness, where applicable).
- Official documents to compile the administrative file of the successful candidate (recruitment procedure). The documents are provided by the candidate and must contain all elements relating to your career in the European institutions (if you are already a permanent official of the CoR or another EU institution) or outside the institutions. For candidates who are successful in competitions, all documents relating to their academic background and an extract from the judicial record must also be provided. All candidates for a post within the CoR must also complete a written declaration and a form attesting to the absence of a conflict of interests.
- Some candidates decide to also enclose supporting documents relevant for the future establishment of their individual rights. As these documents are not relevant for the selection and recruitment procedures, they are directly forwarded to the competent service without being processed or kept by the Recruitment and Career Unit.

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

- CV, internal memos, summary memo, evaluation grids: Recruitment and Career Unit, members of the selection panel, head of the requesting service and their director, director and/or deputy director of the Directorate for Human Resources and Finance, and, where appropriate, head of the secretary-general's private office, secretary-general (the Appointing Authority for nominations up to and including grade AD12). In the context of middle and senior management procedures that may lead to the appointment of an official in grade AD13 or higher, the head of the president's private office and the president (acting on the instructions of the Bureau (Appointing Authority)) also have access to the above information.
- Documents related to the recruitment procedure (in addition to the documents mentioned in the previous point, also comprising (where applicable): official letters to the successful and unsuccessful candidate(s), information concerning the successful candidate's education and professional experience, medical fitness, the written declaration, the form attesting to the absence of a conflict of interests, the extract from the judicial record, a copy of an identity document, and any other relevant document to verify compliance with the conditions laid down in Article 28 of the Staff Regulations) and the appointing decision: competent initiating financial and operational officers, competent financial and operational verifying agents, competent authorising officer by (sub)delegation, director (and/or deputy director) of the Directorate for Human Resources and Finance, head of the secretary-general's private office, secretary-general (Appointing Authority), Internal Audit Service, and, where appropriate, the head of the president's private office and the president (for officials for whom the Bureau is the Appointing Authority).

7. Are your personal data transferred to a third country or international organisation?

No

8. How can you exercise your rights?

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to object to the processing of your data and to request the deletion of your personal data (if processed unlawfully).

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 also have the right to withdraw your consent at any time.

You can direct your queries to recruitment-official@cor.europa.eu. The query will be dealt with within 15 working days.

You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation No 45/2001 have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

- Documents relating to the selection procedure (CV, all documents relating to any tests and the evaluation grids) are kept by the Recruitment and Career Unit for a period of five years following the dispatch of rejection letters to unsuccessful candidates. This data retention period is necessary to respond to any requests from the Internal Audit Service, the Court of Auditors or the Court of Justice. The minutes drawn up following the publication of the vacancy notice, the memo summarising the procedure followed and all information related to your surname(s), forename(s), sex and nationality are retained indefinitely for historical and statistical purposes.
- The successful candidate's personal data are entered into the human resources management programmes and incorporated into their personal file and retained throughout their entire career as an official at the CoR. The processing of personal data and the length of time these data are stored in the personal file is the subject of a specific privacy statement. In interinstitutional transfers, the personal file and all related data should be transmitted in full to the new institution.
- The original criminal record is kept for a maximum of 2 years.
- In any event, the personal data of each official shall be kept for ten years after leaving the CoR or after the last payment of the retirement pension.

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

No

11. Will your personal data be further processed for a purpose other than that for which data have been obtained?

Information comprising your surname(s), forename(s), sex and nationality is kept for historical and statistical purposes.

12. 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, recruitment-official@cor.europa.eu.

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu) at any time.
