



Privacy Statement for the staff selection process

The Education, Audiovisual and Culture Executive Agency ("EACEA") is dedicated to respecting the privacy of its candidates for recruitment. Within the framework of the staff selection procedures at the EACEA, all personal data provided by candidates are dealt with in compliance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council 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 (OJ L8 of 12.1.2001, p. 1). The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the data provided by candidates within the different staff selection procedures.

Contact:

For any questions on your rights and the exercise of your rights related to the processing of personal data (like access and rectification of your personal data), please feel free to contact the Controller of the staff selection process at this address:

Education Audiovisual and Culture Executive Agency
Head of the Unit "Human Resources, administration and communication"
Avenue du Bourget 1
BE-1140 Brussels
Belgium

Functional mailboxes:

EACEA-SPONTANEOUS-APPLICATIONS@ec.europa.eu (for sending spontaneous applications)

EACEA-HR@ec.europa.eu (For all questions related to selection panels or any other question related to HR matters)

EACEA-STAGIAIRES@ec.europa.eu (Trainees)

Recourse:

In case of conflict on any Personal Data Protection issue you can address yourself to the Controller at the above mentioned address and functional mailboxes. You can also contact EACEA's Data Protection Officer at the following email address: eacea-data-protection@ec.europa.eu

Should the conflict not be resolved by the Controller or the Data Protection Officer you may lodge a complaint with the European Data Protection Supervisor at any time:

Website <http://www.edps.europa.eu>

E-mail: edps@edps.europa.eu.

Recruitment procedure of Temporary Agents

The Temporary Agent recruitment tool on EACEA web page offers an on-line application possibility. When a candidate registers, all personal data are collected and further processed solely for the purposes of the selection procedure.

Controller identity:

Head of the Unit "Human Resources, administration+ and communication" (EACEA-R1)

Purpose(s) of the processing:

The processing operation is necessary for the selection procedure of the best qualified candidates according to the vacancy notice's requirements. The purpose is to organize selection procedures in view of potential recruitment as temporary agents at EACEA; to manage administratively applications and the different stages of these selection procedures; to manage and check the exploitation of reserve lists.

Data concerned

- Personal data allowing identification of the candidate: title, surname, first name.
- Information provided by the candidate to contact the candidate and to allow practical organization of admission tests: street, postcode, place, country, telephone and fax number, email address.
- Information provided by the candidate to allow the verification of the eligibility and selection criteria as laid down in the vacancy notice: nationality, education and training (diploma awarded), professional experience (job title, length, company name, company type and web address of company (optional), main tasks and responsibilities), personal skills and competencies.
- Motivation letter of candidate.
- In case of an admission test: results of written and oral tests.

Obligatory or optional answers:

Candidates are free to give their data on a voluntary basis. Where specifically marked with an asterisk (*) in the online application form, the provision of data is compulsory for the application (failure to provide data might therefore block the submission of the application).

Legal basis:

- Council Regulation (EC) No 58/2003 laying down the statute for executive agencies¹;
- Commission Decision (2009/336/EC) of 20 April 2009 setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture in application of Council Regulation (EC) No 58/2003²;

¹ OJ L 11 of 16.1.2003, p. 1.

² OJ L 101 of 21.4.2009, p. 26.

- Staff Regulations and the conditions of employment of other servants of the European Communities, as fixed by Regulation (CEE, Euratom, CECA) n° 259/68 of the Council³;
- Décision du Comité de Direction relative aux procédures régissant l'engagement et l'emploi des agents temporaires dans l'EACEA (AE/2008/CD03/D-3-b final)⁴.

Recipients of data:

The Human Resources staff dealing with recruitment, the members of the Selection committees, the Head of Units (in case of reserve lists), the Authority empowered to conclude employment contracts (the Director).

In case of control or dispute, the supervisory instances of EACEA (i.e. European Court of Auditors, OLAF etc.) and the judicial authorities (i.e. EU Courts, Ombudsman etc.).

Legality of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities (recruitment of personnel); in particular recruitment of personnel is necessary for the management and the functioning of the EACEA.

Date when processing starts:

Date of application.

Retention period:

In the case of recruited candidates, the data retention period is 8 years after the extinction of all rights of the person concerned and of his/her dependants, but at least 120 years after the date of birth of the person concerned⁵. In the case of non recruited applicants, the data retention period is 2 years following the conclusion of the selection procedure. In the case of non recruited applicants included in a reserve list, the data retention period is determined by the validity period (and possible extension) of the reserve list.

Right of access and rectification:

Before the closing date of the selection procedure each candidate can access personal data and rectify them directly online in his on-line account.

We draw the candidates' attention on the fact that material data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date of the respective selection procedure. After the closing date of the selection procedure, personal data can be accessed and rectified at any time by contacting the EACEA at the following mailbox: [mailto: EACEA-HR@ec.europa.eu](mailto:EACEA-HR@ec.europa.eu)

³ OJ L 56 of 4.3.1968. Regulation as last amended by Regulation (CE, CECA, Euratom) n° 23/2005.

⁴ Published on EACEA's public Website.

⁵ See Common Conservation List (CCL), SEC (2007) 970 adopted by the Commission on 04/07/2007, Annex 1, p. 19, point 12.3.7.

Recruitment procedure of Contract Agents

EACEA can only recruit as contract agent candidates who have successfully passed a CAST selection procedure organised by the European Personnel Selection Office ("EPSO") and are included in the EPSO data base.

Controller identity:

Head of the Unit "Human Resources, administration and communication" (EACEA-R1).

Purpose(s) of the processing:

The processing operation is necessary for the selection procedure of the best qualified candidates according to the vacancy notice's requirements. The purpose is to organise selection procedures in view of potential recruitment as contract agents at EACEA; to manage the different stages of these selection procedures; to manage and check the exploitation of reserve lists.

Data concerned:

Data submitted by the candidates which are contained in their EPSO profile, such as

- Personal data allowing identification of the candidate: surname, first name, date of birth.
- Information provided by the candidate to allow practical organisation of the interview: street, postcode, place, country, telephone and fax number, email address.
- Information provided by the candidate to allow the verification of the selection criteria, according to the job description: languages, diploma and training, professional experience (length, name of employers, function and tasks).

Obligatory or optional answers:

EACEA retrieves the CV as completed by the candidates in their EPSO account.

Legal basis:

- Council Regulation (EC) No 58/2003 laying down the statute for executive agencies⁶;
- Commission Decision (2009/336/EC) of 20 April 2009 setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture in application of Council Regulation (EC) No 58/2003⁷;
- Staff Regulations and the conditions of employment of other servants of the European Communities, as fixed by Regulation (CEE, Euratom, CECA) n° 259/68 of the Council⁸;
- Décision du Comité de Direction relative aux procédures régissant l'engagement et l'emploi des agents contractuels dans l'EACEA (AE/2008/CD03/D-3-c final)⁹.

⁶ OJ L 11 of 16.1.2003, p. 1.

⁷ OJ L 101 of 21.4.2009, p. 26.

⁸ OJ L 56 of 4.3.1968. Regulation as last amended by Regulation (CE, CECA, Euratom) n° 23/2005.

⁹ Published on EACEA's public Website.

Recipients of data:

The Human Resources staff dealing with recruitment, designated staff members pre-selecting candidates, the members of the Selection committees, the Head of Units (in case of reserve lists), the Authority empowered to conclude employment contracts (the Director).

In case of control or dispute, the supervisory instances of EACEA (i.e. European Court of Auditors, OLAF etc.) and the judicial authorities (i.e. EU Courts, Ombudsman etc.).

Legality of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities; in particular recruitment of personnel is necessary for the management and the functioning of the EACEA.

Date when processing starts:

Beginning of the selection process.

Retention period:

In the case of recruited candidates, the data retention period is 8 years after the extinction of all rights of the person concerned and of his/her dependants, but at least 120 years after the date of birth of the person¹⁰. In the case of non-recruited applicants, the data retention period is 2 years following the conclusion of the selection procedure. In the case of non recruited applicants included in a reserve list, the data retention period is determined by the validity period (and possible extension) of the reserve list.

However, certain personal data may be kept in your EPSO account. For further information how long these data are kept, please refer to your EPSO account and EPSO's Privacy statement: <https://europa.eu/epso/application/passport/> (sub-section: "*Personal Data Protection*")

Right of access and rectification:

Candidates can consult and rectify the data contained in their EPSO profile themselves via their EPSO account: <https://europa.eu/epso/application/passport/>

During the selection process at EACEA level, candidates can ask to access their data and to have it rectified by sending an e-mail to the mailbox EACEA-HR@ec.europa.eu

N.B.: Considering the nature of the selection process, the right to rectify personal data is restricted to material errors.

¹⁰ See Common Conservation List (CCL), SEC (2007) 970 adopted by the Commission on 04/07/2007, Annex 1, p. 19, point 12.3.7.

Recruitment procedure of Trainees

EACEA has signed a Service Level Agreement with the European Commission in order to select trainees. The pre-selection of candidates for a traineeship is carried out exclusively by the European Traineeship Office (Directorate General Education and Culture, Website: <http://ec.europa.eu/stages/>). Personal data of preselected candidates are stored in a database (Virtual Blue Book, "VBB") under the responsibility of the Traineeship Office. Only candidates included in the VBB can be recruited as trainees by the EACEA. Therefore, candidates for an internship at EACEA should apply exclusively through the Traineeship Office. Data processing by the Agency concerns only the selection from the VBB and the management of recruited trainee's personal files during their traineeship at the EACEA.

Controller identity:

Head of the Unit "Human Resources, administration and communication" (EACEA-R1)

Purpose(s) of the processing:

To organise selection procedures in view of the recruitment of trainees at EACEA.

Data concerned:

- Personal data allowing identification of the candidate: surname, first name, date of birth.
- Information provided by the candidate: languages, diploma and training, professional experience.

Obligatory or optional answers:

EACEA can only recruit prospective trainees contained in the VBB, retrieving the CV as completed by the candidates on voluntary basis on the Traineeships Office Homepage.

Legal basis:

- Council Regulation (EC) No 58/2003 laying down the statute for executive agencies¹¹;
- Commission Decision (2009/336/EC) of 20 April 2009 setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture in application of Council Regulation (EC) No 58/2003¹²;
- Rules governing the official traineeships scheme of the European Commission (Commission Decision of 2.03.2005 - C(2005)458);
- Service Level Agreement of the 19/09/2007 between EACEA and the European Commission (DG EAC)

Recipients of data:

EACEA Human Resources sector (Training coordinator), the Director and the Head of Units. In case of control or dispute, the supervisory instances of EACEA (i.e. European Commission, European Court of Auditors, OLAF etc.) and the judicial authorities (i.e. EU Courts, Ombudsman etc.).

¹¹ OJ L 11 of 16.1.2003, p. 1.

¹² OJ L 101 of 21.4.2009, p. 26.

Legality of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities; in particular recruitment of personnel is necessary for the management and the functioning of the EACEA.

Date when processing starts:

Beginning of the selection process.

Retention period:

In the case of candidates not recruited as trainees, no personal data are kept by the EACEA. In the case of candidates recruited as trainees, no personal data are kept by the EACEA after the termination of the internship. However, certain personal data may be kept by the Traineeship Office. For further information how long these data are kept, please refer to the Traineeships Office's Privacy statement: http://ec.europa.eu/stages/information/privacy_en.htm#howlong

Right of access and rectification:

Before the closing date of the selection procedure each candidate can access personal data and rectify them directly online in his on-line account on the Traineeships Office website.

After the closing date of the selection procedure, personal data contained in the above mentioned VBB can be accessed and rectified by contacting the Traineeships Office of the European Commission. For further details please visit the Privacy statement on the Traineeship's Office website: http://ec.europa.eu/stages/information/privacy_en.htm

Concerning the processing of personal data at the EACEA, trainees can contact for any questions on their rights the Controller and can ask access to their data and to have it rectified by sending an e-mail to the following mailbox: EACEA-Stagiaires@ec.europa.eu

Recruitment procedure of interim staff

EACEA may employ interim agents to meet specific temporary needs related to the functioning of the Agency.

Controller identity:

Head of the Unit "Human Resources, administration and communication" (EACEA-R1)

Purpose(s) of the processing:

The processing operation is necessary for the selection procedure of the best qualified candidates. The purpose is to select interim staff at EACEA and manage the different stages of the selection. The EACEA employs staff on a temporary basis on short term contracts exclusively through temping agencies.

Data concerned:

Data submitted by the candidates to the temping agency, such as

- Personal data allowing identification of the candidate: surname, first name, date of birth.
- Information provided by the candidate to allow practical organisation of the contacts: street, postcode, place, country, telephone and fax number, email address.
- Information provided by the candidate to allow the verification of the selection criteria, according to the job requirements, such as: languages, diploma and training, professional experience (length, name of employers, function and tasks).

Obligatory or optional answers:

EACEA receives the CV as completed by the candidates in the temping agency.

Legal basis:

- Council Regulation (EC) No 58/2003 laying down the statute for executive agencies¹³;
- Commission Decision (2009/336/EC) of 20 April 2009 setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture in application of Council Regulation (EC) No 58/2003¹⁴;
- Framework contract ADMIN/D1/PR/2007/001/1 under which interim staff can be hired by EACEA

Recipients of data:

The EACEA Human Resources sector, the Head of Units, the Director of EACEA.

For security purposes, limited personal data are transferred to "DG Human Resources and Security" of the European Commission. In case of control or dispute, the supervisory

¹³ OJ L 11 of 16.1.2003, p. 1.

¹⁴ OJ L 101 of 21.4.2009, p. 26.

instances of EACEA (i.e. European Commission, European Court of Auditors, OLAF etc.) and the judicial authorities (i.e. EU Courts, Ombudsman etc.).

Legality of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities; in particular recruitment of interim staff is necessary for the management and the functioning of the EACEA.

Date when processing starts:

Upon reception of the CV from the temping agency.

Retention period:

The CVs are kept by the EACEA for 6 months as from reception.

Right of access and rectification:

Candidates can ask to access their data and to have it rectified by sending an e-mail to the mailbox: EACEA-HR@ec.europa.eu

Selection procedure of spontaneous applications

EACEA receives several spontaneous applications and Curricula Vitae (CVs) from persons interested in working at the Agency.

Controller identity:

Head of the Unit "Human Resources, administration and communication" (EACEA-R1)

Purpose(s) of the processing:

The processing operation is necessary for the selection procedure of the best qualified candidates. In particular it is necessary in order to:

- pre-select new candidates in case of potential job vacancies;
- centralise, at the level of the HR sector of Unit R1 within the EACEA, all the spontaneous applications received by any EACEA staff member.

Data concerned:

Data submitted by the candidates, such as

- Personal data allowing identification of the candidate: surname, first name, date of birth.
- Information provided by the candidate to allow practical organisation of the contacts: street, postcode, place, country, telephone and fax number, email address.
- Information provided by the candidate to allow the verification of the selection criteria, according to the job requirements, such as: languages, diploma and training, professional experience (length, name of employers, function and tasks).

Obligatory or optional answers:

EACEA receives the personal data and the CV as communicated by the candidates.

Legal basis:

Commission Decision 2002/47/EC, ECSC, Euratom of 23 January 2002 (amending its Rules of Procedure by adding special provisions on document management)¹⁵.

Recipients of data:

Authorised HR staff members, Selection Committees (when spontaneous candidates can be invited to a Contract Agent panel interview), Head of Units (in case of spontaneous applications to interim positions), and the Authority empowered to conclude employment contracts (the Director).

In case of control or dispute, the supervisory instances of EACEA (i.e. European Commission, European Court of Auditors, OLAF etc.) and the judicial authorities (i.e. EU Courts, Ombudsman etc.).

¹⁵ OJ L 21 of 24/1/2002, p. 23.

Legality of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities; in particular recruitment of staff is necessary for the management and the functioning of the EACEA.

Date when processing starts:

Upon reception of the CV from the candidates.

Retention period:

The CVs are kept 6 months as from reception.

Right of access and rectification:

Candidates can ask to access their data and to have it rectified by sending an e-mail to the mailbox: EACEA-HR@ec.europa.eu