



Record on recruitment of Temporary and Contract Agents

Last update of the record	22/11/2024
Data controller	Head of Human Resources Unit of the EUAA HRU.Secretariat@euaa.europa.eu
Joint controller (if applicable)	N/A
Data Processor (if applicable)	Hudson Belgium nv Avenue du Bourget/Bourgetlaan 42, 1130 Brussels, Belgium TestReach Ltd NexusUCD, Block 9-10 Belfield Office Park, Clonskeagh, Dublin 4 Ireland DaVinci Healthcare Ltd DaVinci Hospital, Kan Karmenu Pirootta Road, Birkirkara BKR1111, Malta
Name and description of processing	<p>Candidates create a secure, password-protected account in the EUAA eRecruitment system so they can complete and submit their applications. Applications are screened by the Selection Committee (SLC) of the EUAA. Following that, shortlisted candidates are invited to the written test and interview phase of the selection procedure. As regards middle managers, candidates are also invited to the assessment centre phase (currently organised by Hudson Belgium) and an additional interview with the Executive Director and other Managers. Invitations to the above-mentioned phases are sent to candidates by e-mail.</p> <p>Written tests (organised remotely by TestReach Ltd) are graded anonymously by the SLC. The final report including a list of suitable candidates (reserve list) addressed to the Executive Director (as the authority empowered to conclude contracts of employment) is endorsed by all members of the SLC. The Executive Director decides on the above-mentioned final report.</p> <p>All interviewed candidates are informed individually via email about the outcome of the selection procedure.</p> <p>An offer of employment is made to the successful candidate[s], who are requested to provide the necessary documentation in support of their application.</p>
Purpose of processing	The purpose of this processing is for the Agency to select and recruit temporary and contract agents. Personal data are processed in the context of assessing candidates' applications, submitted through the EUAA online application system ('eRecruitment'), and performance throughout the various stages of the selection procedure as well as establishing and managing reserve lists.





<p>Legal basis and lawfulness of processing</p>	<p>In accordance with paragraph 1 of Article 60 of Regulation (EU) 2021/2303 (hereinafter ‘the EUAA Regulation’), “[t]he Staff Regulations, the Conditions of Employment and the rules adopted by agreement between the institutions of the Union for giving effect to the Staff Regulations and the Conditions of Employment shall apply to the Agency’s staff”, whereas pursuant to paragraph 3 of the same provision, “[t]he Agency shall exercise the appointing authority powers in respect of its own staff”.</p> <p>Articles 12-15 and 82-84 of the Conditions of Employment of Other Servants of the European Union (CEOS) set out the conditions of engagement for temporary and contract staff.</p> <p>Within the EUAA, the engagement of staff is governed by the MB Decision of 18 January 2016 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union, the MB Decision No 94 of 5 January 2022 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof as well as MB Decision No 77 of 26 August 2021 on middle management staff.</p> <p>The processing operation is lawful under Article 5(1) points (a) and (b) of Regulation (EU) 2018/1725 (hereinafter ‘the EUDPR’).</p>
<p>Description of (categories of) personal data processed</p>	<p>Screening phase (personal data included in the application form via the eRecruitment system):</p> <p>Contact/Identification details of the applicant such as name, surname, postal address, telephone number, email address, date of birth, gender, nationality;</p> <p>Personal data provided by the candidate to verify whether he/she fulfils the eligibility and selection criteria laid down in the vacancy notice, such as educational background, including knowledge of languages, trainings, work experience, names of references;</p> <p>Personal data included in the motivation section.</p> <p>Interview phase:</p> <p>Personal data related to members of the Selection Committee:</p> <p>Name (last name, first name), job title and their role in the panel, disclosed to those candidates who are invited to the interview and written test phase;</p> <p>Interview phase of most of the selection procedures is organised online via Microsoft Teams. In case of technical issues, Webex can be used instead;</p>



When interviews are organised in person at EUAA Headquarters, name and surname of the candidates invited to the interview phase are also shared with the relevant EUAA staff as necessary (security, reception).

Assessment of the performance of candidates:

As regards the written tests phase: name, surname, e-mail address and mobile phone number of the candidates are disclosed to TestReach Ltd (Data Processor);

As regards the assessment centre phase for middle managers: personal data contained in the application forms are disclosed to Hudson Belgium (Data Processor). Following the completion of the assessment centre stage and the delivery of the relevant report, a debriefing meeting is organised with one of the assessors (usually lead assessor) and the SLC.

Personal data related to candidates collected during onboarding:

Birth certificate of the candidate, copy of passport or identity card, copy of the diploma(s) or certificate(s) of the required level of education;

Home address and private telephone number at the place of recruitment and of employment;

Last tax domicile;

Contact details of another person in case of emergency;

Place of origin document (when applicable, if established by another EU body);

Employment certificates/contracts/pay slips/tax certificates proving the length of professional experience;

Criminal record extract issued by the competent authorities of the last country of residence;

Family/Marital status;

Personal information about the spouse and additional document/information (such as unemployment certificate. In case the spouse is employed, the following information is requested: occupation, name and address of employer, gross annual income, tax certificate and/or last pay slip);

List of previous residence for 10 years preceding the entry into service;

Indication about whether the successful candidate is medically fit for work or not;

Birth certificate and personal information of children – if applicable;

Declaration of receiving allowances from other sources;



	<p>Declaration about any financial interest that may be considered as constituting a potential conflict of interests;</p> <p>Personal data in the document proving the fulfilment of any obligations imposed on the candidate by the laws concerning military service;</p> <p>Personal data contained in the Legal Entity form;</p> <p>Personal data contained in the Financial Identification form such as bank account details;</p> <p>Personal data contained in the reimbursement of travel and subsistence expenses form (if relevant);</p> <p>Apart from the above, personal data may be contained in ad-hoc correspondence the candidate(s) may initiate with the Agency in case they have queries or request for clarifications.</p>
<p>Description of (categories of) data subjects</p>	<p>Candidates for vacancy notices for the recruitment of temporary and contract agent/s.</p>
<p>Retention period</p>	<p>Not shortlisted candidates: applications are kept for 2 years from being informed about the outcome of the selection procedure.</p> <p>Shortlisted but unsuccessful candidates: applications are kept for 2 years from being informed about the outcome of the selection procedure. Assessment results (interview and tests) are kept for 5 years from the expiration of the reserve list.</p> <p>Successful candidates: applications and assessment results (interview and tests) are kept for 5 years from the expiration of the reserve list.</p> <p>Recruited candidates: their data collected in the field of recruitment should be stored in their personal file under Article 26 of the SR. The time limit for storing is 10 years from the end of the period worked by a recruited applicant.</p>
<p>Recipients of the personal data</p>	<p>Personnel in the Human Resources Unit (HRU) of the EUAA;</p> <p>Personnel in the Finance Unit;</p> <p>Members of the Selection Committee;</p> <p>Authorised staff of the Medical Service of the European Commission;</p> <p>Authorised staff of DaVinci Healthcare</p> <p>Authorised staff of the PMO;</p> <p>Should your name be included in a reserve list EUAA Heads of Centres/Units/Sectors may have access to your application upon request;</p> <p>The Executive Director of the EUAA;</p> <p>The Deputy Executive Director of the EUAA;</p>



	<p>Duly authorized personnel from the external service providers (TestReach Ltd and Hudson Belgium) may have access to your personal data for the purpose of organizing the written test phase of the selection procedure and the assessment centre services respectively.;</p> <p>Duly authorised personnel from external service providers in case they provide consultancy and/or audit services to EUAA.</p> <p>On a need to know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. the European Court of Justice, Court of Auditors, Internal Audit Service (IAS); European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor) may have access to your personal data.</p> <p>As regards Selection Committee members' personal data: The recipients are the candidates invited for the interview and written test phase.</p>
<p>Transfers of personal data to third countries and/or international organisations</p>	<p>No</p>
<p>Automated decision-making including profiling</p>	<p>No</p>
<p>General description of security measures</p>	<p>Data are kept in electronic format. Files with confidential information are stored in secure folders of restricted access in the internal document management system of the EUAA, i.e. ERDMS. In case hard copies are needed, they are stored under lock and key by the HRU of the Agency and are accessible only on a strict need-to-know basis. The EUAA has put in place a number of technical and organisational measures as required under Article 33 of the EUDPR. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.</p>
<p>How data subjects can exercise their rights</p>	<p>By e-mail to the Data Controller: HRU.Secretariat@euaa.europa.eu</p> <p>By e-mail to the Data Protection Officer (DPO): dpo@euaa.europa.eu</p> <p>By contacting the European Data Protection Supervisor (EDPS): supervision@edps.europa.eu.</p>