Record on the Joint Selection Procedure for Temporary Staff (TAs, CAs)

Last update of the record	21/04/2026
Data controller	**Head of Human Resources Unit of the EUAA** HRU.Secretariat@euaa.europa.eu
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Data Processor (if applicable)	TestReach Ltd NexusUCD, Block 9-10 Belfield Office Park, Clonskeagh, Dublin 4 Ireland DaVinci Healthcare Ltd DaVinci Hospital, Kan Karmenu Pirotta Road, Birkirkara BKR1111, Malta
Name and description of processing	Candidates can draft, complete, and submit their application(s) after a secure, password-protected account is created on EUAA's online application system ('eRecruitment'). Submitted applications are screened by the appointed Selection Committee (SLC). Following that, shortlisted candidates are invited to the assessment phase (Written Test and Interview) of the selection procedure. Invitations to the above-mentioned phases are sent to candidates by e-mail. Written Tests transcripts are scored anonymously by the SLC. The Final Report including a list of suitable candidates (Joint Reserve List) addressed to the Executive Director (as the Authority empowered to conclude appointments and contracts of employment) is endorsed by all Members of the SLC. The Executive Director decides on the above-mentioned Final Report. All interviewed candidates are informed via email, on the outcome of the selection procedure. A participating in a Joint Selection Procedure Agency may consider making an offer of employment to the successful candidate(s) placed on the Joint Reserve List. Candidate(s) will be requested to provide to the recruiting Agency the

	necessary documentation in support of their application. Moreover, a pre-recruitment medical examination will be organised with the Medical Service of the European Commission, or a medical services external contractor (for EUAA, Da Vinci Healthcare Ltd, based in Malta).
Purpose of processing	The purpose of this processing is for the Agencies participating in a Joint Selection Procedure selecting and recruiting a Temporary (Article 2(f) CEOS), or a Contract Agent (Article 3a CEOS) through a Joint Selection Procedure[1] for which EUAA is the leading Agency. Personal data are processed in the context of assessing candidates' applications, submitted through the EUAA online application system ('eRecruitment'), and their performance throughout the various stages of the selection process, as well as establishing and managing the respective Joint Reserve List.
Legal basis and lawfulness of processing	In accordance with paragraph 1 of Article 60 of Regulation (EU) 2021/2303[2] (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*". Articles 12-15 and 82-84 of the Conditions of Employment of Other Servants of the European Union (CEOS)[3] set out the conditions of engagement for Temporary staff. 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 [4]. Consequently, the relevant processing operation is lawful under Article 5(1) points (a) and (b) of the EUDPR given that it is necessary both for the functioning of the EUAA as well as for compliance with a legal obligation to

[1] For the purposes of a Joint Selection Procedure, the processing of personal data is governed by a Joint Controllership Agreement accessible in the online application system of EUAA ('eRecruitment').
[2] Regulation (EU) 2021/2303 of the European Parliament and of the Council of the European Union of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (OJ L 468, 30.12.2021, p. 1, ELI: http://data.europa.eu/eli/reg/2021/2303/oj).
[3] Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (CEOS), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 (OJ L 56, 4.3.1968, p. 1, ELI: http://data.europa.eu/eli/reg/1968/259(1)/oj), as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 (OJ L 287, 29.10.2013, p. 15, ELI: http://data.europa.eu/eli/reg/2013/1023/oj).
[4] Ref.number: EASO/MB/2022/002.

	which the Agency is subject by virtue of the Staff Regulations and the CEOS and the relevant implementing rules, as mentioned above.
Description of (categories of) personal data processed	**<u>Screening phase</u>** **Personal data included in the application form submitted via the eRecruitment system:** • contact/identification details of the applicant, such as name, surname, postal address, telephone number, email address, date of birth, gender, nationality; • personal data provided by the candidate to verify whether they fulfil the eligibility and selection criteria laid down in the Vacancy Notice, such as educational background, including knowledge of languages, training, work experience, references (name, surname, postal address, phone nr, email address, work relationship); • personal data included in the motivation section. **<u>Assessment phase</u>** A. Personal Data related to the Members of the Selection Committee: • Name, surname, job title, and their role in the SLC are disclosed to those candidates who are invited to the assessment phase; • When interviews are organised in person, at EUAA Headquarters, the name and the surname of the Member(s) from another institution/agency/body are also shared with the relevant EUAA staff as necessary (security, reception); • When interviews are organised online, software tools (e.g., Microsoft Outlook and Microsoft Teams, or Webex) are used. SLC Member's email address is used when setting up an online interview. B. Personal Data related to the candidates • As regards the Written Test phase, the following data are disclosed to TestReach Ltd (Data Processor): name, surname, e-mail address, and mobile phone number; • When interviews are organised in person, at the EUAA Headquarters, the name and the surname of the candidates are also shared with the relevant EUAA staff as necessary (security, reception); • When interviews are organised online, software tools (e.g., Microsoft Outlook and Microsoft Teams, or Webex) are used. Candidates' email address is used when setting up an online interview.

	Onboarding phase During onboarding, the following personal data related to candidates are collected: • 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 Institution/Agency/Body); • Employment certificates/contracts/payslips/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; • Declaration about any financial interest that may be considered as constituting a potential conflict of interests; • Personal data in the document proving the fulfilment of any obligations imposed on the candidate by the laws concerning military service; • Personal data contained in the Legal Entity form; • Personal data contained in the Financial Identification form such as bank account details; • Personal data contained in the reimbursement of travel and subsistence expenses form (if relevant). Apart from the above, personal data may be contained in ad-hoc correspondence that candidate(s) may initiate with the recruiting Agency in case they have queries or request for clarifications.
Description of (categories of) data subjects	Applicants to Joint Selection Procedure Vacancy Notices for the selection and recruitment of Temporary Staff (CAs, TAs)

Retention period	**Not shortlisted candidates**: applications are kept for 2 years from being informed about the outcome of the Joint Selection Procedure. **Shortlisted but unsuccessful candidates**: applications are kept for 2 years from being informed about the outcome of the Joint Selection Procedure. Assessment results (Interview and Tests) are kept for 5 years from the expiration of the Joint Reserve List. **Successful candidates**: applications and assessment results (Interview and Tests) are kept for 5 years from the expiration of the Joint Reserve List. **Recruited candidates:** their data collected in the field of recruitment should be stored in their personal file under Article 26 of the Staff Regulations. The time limit for storing is 10 years from the end of the period worked by a recruited applicant. The above periods are without prejudice to the retention periods that Agencies participating in the Joint Selection may apply on the personal data of the candidate(s) they choose to recruit from a Joint Reserve List.
Recipients of the personal data	Your personal data may be disclosed to the following categories of recipients: Your personal data may be disclosed to the following categories of recipients: • Personnel in the Human Resources Unit (HRU) of the EUAA; • Members of the Selection Committee; • The Head of the Administration Centre of the EUAA; • The Executive Director of the EUAA; • The Deputy Executive Director of the EUAA; • The relevant Heads of Centre who may share Joint Reserve List information as well as applications with the relevant Head of Unit and/or Head(s) of Sector(s); • Should your name be included in a Joint Reserve List, staff of a participating to a Joint Selection Procedure Agency, as far as your application is concerned upon request; • Duly authorized personnel from TestReach Ltd may have access to your personal data for the purpose of organizing the Written Test as part of the assessment phase; • Should you receive a job offer and need to undergo a pre-recruitment medical examination your contact details shall be shared with authorised personnel of the external service provider/or the Medical Service of the European Commission to arrange for the logistics of the examination; • Authorised staff of the PMO; • Personnel in the Finance Unit; • Personnel in the Procurement and Facility Management Unit;

	• Personnel in the Business Support and Security Unit; • Personnel in ICT Unit; • Duly authorised personnel from external service providers in case they provide consultancy and/or audit services to EUAA. As regards the Selection Committee Members' personal data, the recipients are the candidates invited for the assessment phase. 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.
Transfers of personal data to third countries and/or international organisations	No
Automated decision-making including profiling	No
General description of security measures	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. You may find more information on how your personal data is processed by TestReach Ltd here. You may find more information on how your personal data is processed by DaVinci Healthcare Ltd here.
How data subjects can exercise their rights	By e-mail to the Data Controller- **Head of HRU of the EUAA**: HRU.Secretariat@euaa.europa.eu By email to the Joint Controllers, if applicable **CEPOL:** dpo@cepol.europa.eu

	EUDA: dpo@euaa.europa.eu **EU-LISA:** Kristi.Taht@eulisa.europa.eu, dpo@eulisa.europa.eu **EUROPOL:** C2-12@europol.europa.eu **FRONTEX:** dataprotectionoffice@frontex.europa.eu , hou.hr@frontex.europa.eu By e-mail to the **Data Protection Officer (DPO**): dpo@euaa.europa.eu By contacting the **European Data Protection Supervisor (EDPS)**: supervision@edps.europa.eu *N.B. Queries concerning the processing of personal data in relation to this Joint Selection Procedure and the establishment and sharing of the Joint Reserve List are to be addressed to Data Controller of the EUAA. The Data Controller is responsible for replying to data subjects' requests up to the establishment of the Joint Reserve List. Any subsequent requests related to the recruitment process will be addressed by the respective recruiting Agency directly.*