



DATA PROTECTION NOTICE

Selection and Secondment of National Expert(s) (SNEs)

1. Introduction

The European Union Agency for Asylum (hereinafter 'the EUAA' or 'the Agency') is committed to protecting your privacy. The EUAA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#)¹ (hereinafter 'the EUDPR').

This Data Protection Notice explains *inter alia* the reasons for the processing of your personal data, the way we collect, handle and ensure protection of your personal data and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, as well as of the Data Protection Officer (DPO) and the European Data Protection Supervisor (EDPS) to which you may have recourse as well to exercise the said rights.

2. Why and how do we process your personal data?

Your personal data is processed in the context of the selection and secondment of Seconded National Experts (SNEs), in accordance with the Management Board Decision², laying down rules on the secondment of National Experts (SNE). Personal data are processed in the context of assessing candidates' applications, submitted through the EUAA online application system ('eRecruitment'), and evaluating their performance throughout the various stages of the selection process, as well as establishing and managing the respective Reserve List.

Candidates can draft, complete, and submit their application(s) after a secure, password-protected account is created on EUAA's online application system ('eRecruitment'). For applications to be valid, candidates shall attach [a proof of Intent](#) signed by the relevant administration that, in case of secondment, the SNE will remain in the service throughout the secondment period.

Submitted applications are screened by the Selection Committee (SLC) of the EUAA. Following that, shortlisted candidates are invited to the assessment phase (Written Test and Interview) of the selection process. 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 (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 candidates are informed via email, on the outcome of the selection procedure.

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39, ELI: <http://data.europa.eu/eli/reg/2018/1725/oj>).

² Management Board Decision No 1 of 25 November 2010, laying down rules on the secondment of National Experts (SNE). [Ref. number EASO/MB/2010/3](#).



The secondment shall be authorised by the Executive Director and effected by an exchange of Letters between the EUAA and the Permanent Representation of the Member State concerned or, as the case may be, the associated countries missions to the EU, the diplomatic missions of the non-member countries whose nationals are eligible for the secondment and the IGOs.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded shall certify that they will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs them and is responsible for expenses incurred abroad. To this end, the SNE's employer shall provide the EUAA with the certificate referred to in Article 11(1) of Council Regulation (EEC) No 574/724³.

3. On what legal ground(s) do we process your personal data?

In accordance with paragraph 4 of Article 60 of [Regulation \(EU\) 2021/2303](#)⁴ (hereinafter 'the EUAA Regulation'), the EUAA is empowered to engage Seconded National Experts or other staff not employed by it, and to adopt and implement rules governing their selection and secondment.

Accordingly, the procedure governing the engagement, selection, and appointment, extension of the term of office, and removal from office of Seconded National Expert(s) is set out by the Management Board Decision No 1 of 25 November 2010⁵.

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, by virtue of its mandate as well as for compliance with a legal obligation to which the Agency is subject to.

4. Which personal data do we collect and further process?

The following (categories of) personal data may be processed:

Screening phase

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;
- personal data included in the [Employer letter of intent](#).

³ OJ L 74, 273.1972, p. 1

⁴ 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>).

⁵ [Ref. number EASO/MB/2010/3](#)



Assessment phase

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:

- Copy of passport or identity card;
- Personal information included on the A1 form for posted workers issued by the candidate's social security institution/authority;
- Home address and private telephone number at the place of secondment and of employment;
- Family/Marital status;
- Personal information about the spouse. In case the spouse is employed, the following additional information is requested: occupation, name and address of employer, place of work);
- Information of other professional activities performed during the last 3 years before SNE's engagement;
- Information contained in a detailed CV to be provided by the SNE;
- Information contained in the Statement of Honour related to receiving allowances from other sources and any financial interest that may be considered as constituting a potential conflict of interests;
- 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 Agency in case they have queries or request for clarifications.

5. How long do we keep your personal data?

Not shortlisted candidates: applications are kept for 2 years from being informed about the outcome of the selection procedure.

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.

Successful candidates: applications and assessment results (Interview and Tests) are kept for 5 years from the expiration of the Reserve List.

Seconded candidates: their data collected in the field of secondment should be stored in their personal file. The time limit for storing is 10 years from the end of the period worked by a seconded applicant.

6. Who has access to your personal data and to whom are they disclosed?

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 Deputy Executive Director of the EUAA;
- The Executive Director of the EUAA;
- The relevant Head of Centre, Head of Unit, and/or Head of Sector who upon request may receive Reserve List information, as well as applications;
- 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;
- Permanent Representation of the candidate's EU Member State, national contact points, associated countries competent authorities, the diplomatic missions of the non-member countries whose nationals are eligible for secondment, and the administrations of the IGO's;
- Authorised staff of the PMO;
- Personnel in the Finance Unit;
- Personnel in the Procurement and Facility Management Unit;
- Personnel in the Corporate 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.

7. How do we protect and safeguard your personal data?

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](#).

8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?

This processing activity does not entail any transfers of personal data to third countries or international organisations (outside the EU/EEA).

9. Does this processing involve automated decision-making, including profiling?

This processing activity does not involve automated decision-making, including profiling.

10. What are your rights and how can you exercise them?

According to the EUDPR, you are entitled to access your personal data and to rectify them in case the data is inaccurate or incomplete. If your personal data are no longer needed by the EUAA or if the processing operation is unlawful, you have the right to erase your data. Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data are lawfully processed, you may ask the Data Controller to restrict the data processing. You may also object, on compelling legitimate grounds, to the processing of data relating to you. Additionally, you have the right to data portability which allows you to obtain the data that the Data Controller holds on you and to transfer it from one Data Controller to another. Where relevant and technically feasible, the EUAA will do this work for you.

Should you have any queries/questions concerning the processing of your personal data or should you wish to exercise your rights, please contact the Data Controller, i.e., the Head of Human Resources Unit of the EUAA, by sending an e-mail to HRU.Secretariat@euaa.europa.eu.



You may always submit queries, remarks or complaints relating to the processing of your personal data to the Data Protection Officer (DPO) of the EUAA using the following e-mail address: dpo@euaa.europa.eu.

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following e-mail address: supervision@edps.europa.eu.

Endorsed: (July, 2026)