

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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.

Nr.	Item	Description
Staff recruitment		
1.	Last update of this record	14/08/2023
2.	Reference number	02
3.	Name and contact details of controller	<p>European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu</p> <p>Responsible department or role: HRBA Unit For officials and contract agents: edps-individualrights@edps.europa.eu</p> <p>Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759</p> <p>In the recruitment process, the European Commission (EC) PMO office (PMO-BRU-ENTRY-INTO-SERVICE@ec.europa.eu), tasked to define the individual rights of the staff members, is a separate controller for this processing activity.</p>
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	



Nr.	Item	Description
6.	Name and contact details of processor (where applicable)	<p>In accordance with the SLA signed with the EC, the EC is processor for the services offered to the EDPS. The EC carries out tasks and manages information systems supporting the recruitment process. Specifically the following offices, services and Directorates general of the EC are involved:</p> <ul style="list-style-type: none"> - Medical Service (HR-MEDICAL-RECRUITMENT@ec.europa.eu), tasked to assess the health fitness of the candidate). - DG HR establishes and implements the EC human resources policy, which is supported by the Sysper IT tool used by the EDPS to enter and manage all personal information needed for recruitment. - DG DIGIT (DIGIT-SYSPER2@ec.europa.eu) manages the Sysper IT tool. <p>For enquiries, EC DPO: https://ec.europa.eu/info/departments/data-protection-officer_en#contact</p>
7.	Very short description and purpose of the processing	<p>After the selection phase is completed, the recruitment phase of the selected candidate (Official/Contract agent/Temporary agent) for the EDPS Secretariat and the EDPB Secretariat starts. A series of forms are sent to the selected candidate, who has to provide them filled in before their starting date. Upon recruitment, to comply with Article 17 of the Staff Regulations (SR), a confidentiality undertaking form is signed by the newly recruited staff member.</p> <p>For general info on selection and recruitment at the EDPS: https://edps.europa.eu/careers_en.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>We process the data contained in the recruitment documents of every selected candidate who is recruited.</p> <p>For the recruitment of officials, contract agents and temporary agents, EDPS processes personal data required for the establishment of individual rights and allowances:</p> <ul style="list-style-type: none"> • data concerning the identity of the person concerned, his/her relevant diplomas, his/her professional career, etc., his/her parents, children, spouse/s, and the person's contact details. The documents concerning third parties are requested to determine the allowances to be granted.



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		<ul style="list-style-type: none"> • data required to check the conditions set in the Staff Regulation (SR): Article 28(c) - <i>'he produces the appropriate character references as to his suitability for the performance of his duties'</i> (criminal record) and (e) - <i>'he is physically fit to perform his duties'</i> • the health fitness certificate following the medical examination undergone by the candidate with the Medical Service of the EC • data required to check the compliance with Article 13 of the SR (conflict of interest): name; personnel number, post in the EDPS, grade, office address, phone, name of spouse's employer, duties of the spouse • data included in the confidentiality undertaking, which is a standard form containing the name and signature of the newly recruited staff member • the EDPS Local Information Security Officer (LISO) informs about the EDPS Acceptable Use Policy. The newcomer has to reply to the LISO that he/she has read, understood and agrees with it.
9.	Time limit for keeping the data	<p>The time-limits for storing the data are as follows:</p> <ul style="list-style-type: none"> - 10 years from the end of the period worked by a recruited applicant - Criminal records are checked by the HR Officer in charge of the recruitment but not kept, a note certifying that appropriate character references as to his suitability for the performance of his duties' have been provided is signed by the HR Officer who checked it and inserted in the personal file of the recruited person
10.	Recipients of the data	Access to personal data is given on a need to know basis. Certain staff of EC's PMO have access to some personal data in order to establish rights.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	Information security measures of the EDPS as defined in its Information Security Policy.



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		Data are stored and managed in the Sysper IT tool of the EC, hosted in the EC data centre. Relevant security measures provide for a strict access control to personal data based on the role of the staff concerned (i.e. staff, staff hierarchy based on relevant tasks, HR staff).
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Data protection notice published internally.

