



## **Data Protection Notice**

### **Assessment of the ability of to work in a third EU language**

In accordance with the Regulation (EU) 2018/1725 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 (Regulation), the Research Executive Agency (REA or Agency) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

#### **1. WHY DO WE COLLECT YOUR PERSONAL DATA?**

The purpose of the processing is to assess the ability to work in a third language in accordance with Article 45(2) of the Staff Regulations, which is applicable to Temporary Staff in accordance with the Agency's decision REA/SC(2015) WP.9 on the career of Temporary Staff and to their assignment to a post carrying a higher grade than that at which they were engaged and in accordance with Article 85(3) of the CEOS (Conditions of Employment of Other Servants of the European Communities), which is applicable to Contract Agents of function group IV before renewal of their contract for an indefinite period.

#### **2. WHO IS RESPONSIBLE FOR THIS PROCESS?**

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by Ms Sari Vartiainen, head of Unit C1 ("Administration") of the REA.

#### **3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?**

The processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(1)(a) of Regulation) and for compliance with a legal obligation to which the controller is subject (Article 5(1)(b) of Regulation), as established by the following legal acts:

Article 45(2) of the Staff Regulations which is applicable to Temporary Staff in accordance to the Agency's decision REA/SC(2015) WP.9 on the career of Temporary Staff;

Article 85(3) of the CEOS (Conditions of Employment of Other Servants of the European Communities) which is applicable to Contract Agents of function group IV;

REA Learning and Development Strategy 2018-2019;

Commission Decision on Training of 7 May 2002 (C (2002)1577).

#### **4. WHICH PERSONAL DATA ARE COLLECTED?**

The personal data that may be collected and processed in the context of this processing activity is the following:

##### Identification data

Surname, first name, personnel number, email address, grade, Institution and place of employment, type of contract, unit, date of end of contract, office address, phone number, Status of participation (EU Learn) in EC language courses.

## Education data

- First and second languages chosen for the competition or selection procedure leading to recruitment.
- Third language chosen for the purposes of the evaluation of Temporary Staff or for the purpose of a contract renewal of indefinite period for Contract Agent Staff.
- Title of diploma and training body where diploma was obtained.

### **5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?**

#### **a. WHO WILL HAVE ACCESS TO THE DATA WITHIN THE AGENCY?**

- The Competent Appointing Authority of REA (the Director of the Agency);
- The Heads of Unit of REA;
- Authorised staff members of REA Human Resources and Legal Services.

#### **b. WHO WILL HAVE ACCESS TO THE DATA OUTSIDE THE AGENCY?**

- EPSO (when an EPSO test is communicated or the opinion of the EPSO Committee is requested);
- External companies (contractors engaged by EPSO) carrying out the tests in case of externalisation of the service;
- European Ombudsman;
- The Court of Justice of the European Union (Court of Justice, the General Court and the Civil Service Tribunal);
- European Anti-Fraud Office (OLAF);
- European Court of Auditors (ECA);
- Internal Audit Service (IAS);
- Directorate General Human Resources and Security (DG HR);
- Investigations and Disciplinary Office (IDOC);
- European Data Protection Supervisor (EDPS).

This transmission is restricted to the information necessary for the legitimate performance of tasks within the competence of the recipient. The recipients of the data are reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

### **6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

The proof of ability to work in a third language will be kept in the electronic personal file of the data subject in SYSPER, therefore it will be retained for 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 100 years after the recruitment of the person.

The supporting documents (copies of diplomas/certificates, templates and assessment documents) provided by the staff members to REA HR in order to prove their ability to work in a third language are removed/deleted from REA servers (outlook and shared drive) once the final decision is communicated.

Documents (e.g. Excel file) used by REA HR for administrative and follow-up purposes relevant to this procedure should be considered as a live documents. Personal data (name, surname, type of staff) of data subjects residing in this file will be deleted as soon as they have fulfilled the third language requirements.

## **7. WHAT ARE YOUR RIGHTS?**

You may have access to their personal data and may exercise their right of access / rectification / erasure / restriction / data portability / objection (where applicable) by sending an email to [REA-HR@ec.europa.eu](mailto:REA-HR@ec.europa.eu) functional mailbox. Certain personal data can be accessed and rectified by the data subjects directly in SYSPER.

## **8. CONTACT INFORMATION**

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: [REA-HR@ec.europa.eu](mailto:REA-HR@ec.europa.eu).

Further to the above, the following instances can be addressed:

REA Data Protection Officer (DPO): [REA-DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:REA-DATA-PROTECTION-OFFICER@ec.europa.eu)

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu).