



Data Protection Notice

Internal Mobility at REA

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 (Agency or REA) 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 Human Resources Sector of the Agency (REA HR) defines, coordinates and ensures the implementation of human resources policies within the Agency, on the basis of the relevant provisions of the Staff Regulations and the Conditions of Employment of Other Servants of the European Communities.

In order to fill some Temporary and Contractual Agents' vacancies according to the establishment plan, the REA HR organises an internal recruitment selection process. The internal recruitment selection process commences with the publication of the call for expressions of interest and terminates once an act of transfer (for a successful candidate) and a communication informing the applicant that he/she has not been selected for the post have been sent. The processing operation is necessary for the internal recruitment of REA staff. In particular it is necessary in order to:

- Manage the applications sent by candidates;
- Verify if candidates fulfil the eligibility criteria;
- Establish a list of selected applicants who will be recruited internally within the Agency.

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. The controller may be contacted via functional mailbox: REA-HR-APPLICATIONS@ec.europa.eu.

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:

Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes:

- Article 18 lays down the general conditions regarding the staff to be recruited by the executive agencies. In particular:
 - i. Article 18, paragraph 1, the executive agency's staff shall consist of Community officials seconded as temporary staff members by the institutions to positions of responsibility in the executive agency, and of other temporary staff members

directly recruited by the executive agency, as well as of other servants recruited by the executive agency on renewable contracts.

The nature of the contract, governed by either private law or public law, its duration and the extent of the servants' obligations vis-à-vis the agency, and the appropriate eligibility criteria shall be determined on the basis of the specific nature of the tasks to be performed, and shall comply with the Staff Regulations as well as with current national legislation.

ii. Article 18, paragraph 3, the Steering Committee, in agreement with the Commission, shall adopt the necessary implementing rules for personnel management within the executive agency, if necessary.

- Article 11, paragraph 6, the director shall be empowered under the arrangements applicable to other servants of the European Communities to conclude employment contracts in respect of staff of the executive agency. The director shall be responsible for all other matters relating to personnel management within the executive agency.

Commission Implementing Decision 2013/778/EU of 13 December 2013 setting up the Research Executive Agency in application of Council Regulation (EC) No 58/2003.

Conditions of Employment of Other Servants of the European Communities

- Article 10 of the Conditions of Employment of the Other Servants of the European Communities.
- Article 80(2) of the Conditions of Employment of Other Servants of the European Communities laying down the types of duties and the corresponding function groups of Contract staff
- Chapter 3 concerning the conditions of engagement of Temporary Agents (Articles 12-15) and of Contract Agents (Articles 82-84)

REA Decision of the Steering Committee of 16/03/2015 (REA/SC(2015)WP.1) on the general implementing provisions on the procedure governing the engagement and the use of Temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union at the Executive Agency at the REA.

REA Decision REA SC(2017)4.5 adopting Commission Decision C(2017)6760 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 by the Commission under the terms of Articles 3a and 3b thereof.

4. WHICH PERSONAL DATA ARE COLLECTED?

As soon as an internal vacancy is announced, candidates (REA staff) can send their applications (CV in Europass format and motivation letter) to the REA-HR-APPLICATIONS@ec.europa.eu functional mailbox.

- a) Europass Curriculum Vitae (CV) and letter of motivation contain the following fields/information

Personal details

First name(s), surname(s), address(es), telephone(s), fax(es), e-mail, nationality, date of birth, gender.

Professional experience

Dates, occupation or position held, main activities and responsibilities, name and address of employer, type of business or sector

Education and Training

Dates, Title of qualification awarded, principal subjects/occupational skills covered, name and type of organisation providing education and training, level in national or international classification.

Languages

Mother tongue, other languages and self-assessment (level of speaking / writing / reading / understanding)

Other

Social skills and competences, organisational skills and competences, technical skills and competences, computer skills and competences, artistic skills and competences, other skills and competences, driving licence.

Additional information

Information that may be relevant, for example contact persons, references, etc.

b) Interview

The recruiting Unit invites all eligible candidates for an interview.

c) Final results

The outcome of the interview mentions only if the recruiting unit (Head of Unit) wishes to recruit the candidate or not. The candidate is informed of the outcome of the interview either by the recruiting Unit or by the HR sector. No comments are kept in written regarding the interview of each candidate.

Successful candidates receive a transfer act signed by the competent Authority.

d) Other

The REA HR keeps record of the published internal vacancies on a SharePoint dedicated page. This page contains the name of the recruiting Unit, the profile of the post and the start and end date of the publication. This file facilitates the administrative management of the procedure.

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

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

- Authorised agents of REA (Human resources, finance, etc.);
- The REA Authority entitled to conclude contracts of the Agency (AECC) (the Director of the Agency);
- The REA Head of department "Administration, Finance and Support Services";
- The REA recruiting Heads of Units, Deputy Heads of Units and Heads of Sectors;

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

- Not applicable European Commission;
- European Ombudsman;
- The Court of Justice of the European Union;
- European Court of Auditors (ECA);
- European Data Protection Supervisor (EDPS);
- European Anti-Fraud Office (OLAF).

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?

Non-selected candidates

Personal data will be kept for five (5) years following the conclusion of the internal selection procedure, in the light of possible complaints to the European Ombudsman.

Candidates invited to an interview but not selected

Personal data will be kept for five (5) years following the conclusion of the internal selection procedure, in the light of possible complaints to the European Ombudsman.

Candidates not invited to an interview

Personal data will be kept for five (5) years following the conclusion of the internal selection procedure in the light of possible complaints to the European Ombudsman.

7. WHAT ARE YOUR RIGHTS?

At any time you can request access to your personal data used within the framework of the internal recruitment selection process by sending your request to the REA-HR-APPLICATIONS@ec.europa.eu functional mailbox.

You can withdraw your application at any moment during the period for submitting applications and after the closing date of the internal publication by sending your request to the REA-HR-APPLICATIONS@ec.europa.eu functional mailbox.

After the closing date of the internal publication information provided by candidates to allow the verification of the eligibility and selection criteria can no longer be modified in submitted applications.

If you wish to modify your identification data or contact details, you may send the new details by e-mail to the REA-HR-APPLICATIONS@ec.europa.eu functional mailbox.

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-APPLICATIONS@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

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