



## RECORD OF PERSONAL DATA PROCESSING ACTIVITY

*In accordance with Article 31 of 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), individuals whose personal data are processed by the Research Executive Agency (REA or Agency) in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing activities.*

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### NAME OF THE PROCESSING ACTIVITY

Internal Mobility at REA

## 1. MANDATORY RECORD UNDER ARTICLE 31 OF THE REGULATION

### 1.1. Name and contact details of controller

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](mailto:REA-HR-APPLICATIONS@ec.europa.eu).

### 1.2. Name and contact details of the Data Protection Officer (DPO)

Mr Evangelos Tsavalopoulos ([REA-DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:REA-DATA-PROTECTION-OFFICER@ec.europa.eu)).

### 1.3. Name and contact details of joint controller (where applicable)

N/A

### 1.4. Name and contact details of processor (where applicable)

- DG HR for SYSPER ([HR-MAILA3@ec.europa.eu](mailto:HR-MAILA3@ec.europa.eu)).

### 1.5. Purpose of the processing

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.

### 1.6. Legal basis for the processing

- **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:

- a. 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.

- b. 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**
  - a. Article 10 of the Conditions of Employment of the Other Servants of the European Communities.
  - b. 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
  - c. 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.

#### 1.7. Categories of data subjects

Members of the REA staff (Temporary and Contract agents).

#### 1.8. Categories of personal data

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](mailto: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.

### **1.9. Retention time (time limit for keeping the 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.

### **1.10. Recipients of the data**

Within the Agency, the following recipients will have access to the data:

- 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;

Other potential recipients are:

- 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.

### **1.11. Transfers of personal data to third countries or international organisations**

N/A

### **1.12. High-level description of security measures**

All data in electronic format (emails, documents, etc.) that are processed during this processing activity are stored either on the servers of the European Commission or of the REA, the operations of which abide by the European Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services. Access to data is granted only to authorised members of the REA staff.

### **1.13. Data Protection Notice**

A Data Protection Notice (DPN) relevant to this data processing activity is available under the REA Intranet (Section "Data Protection").