



EUROPEAN RESEARCH EXECUTIVE AGENCY

Department D

Data Protection Notice

Selection and recruitment of statutory (Temporary Agents and Contract Agents) and non-statutory staff (Blue Book Trainees and Interim Agents)

REA.D.2 “People and Workplace”

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 data¹ (‘the Regulation’), the European Research Executive Agency (‘the Agency’ or ‘REA’) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

For more detailed information on the data processed by REA please refer to the Record, available at [Public Central Register for Data Protection Records in REA \(europa.eu\)](https://public-cta-register.europa.eu).

1. WHY DO WE COLLECT YOUR PERSONAL DATA?²

REA may process your personal data in the context of the selection procedure in which you are participating as candidate to fill in vacancies of Contract Agents and Temporary Agents; or in the context of the recruitment procedure in which you are participating as selected candidate.

The personal data are processed from the submission of the application until the selected candidate has accepted the job offer and the recruitment has been completed.

REA may engage in joint selections with other agencies which means your personal data may be shared between the participating agencies.

According to a Memorandum of Understanding signed by the Executive Agencies, your data may be shared on a central repository.

For certain selection procedures, your data may be processed by an e-recruitment tool and you may be asked to participate in an online testing procedure.

Also, REA may process your personal data in the frame of the selection and recruitment of Bluebook trainees, interim agents and Junior Professionals.

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the European Research Executive Agency (“REA or Agency”), represented by its Director. For organisational reasons, the role of the data controller has been entrusted by the Director

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 295/39 of 21.11.2018).

to the delegated controller and is exercised by the Head of Unit REA.D.2 “People and Workplace. (“REA.D.2” or “REA HR”).

In case that you participated in a joint selection organised by two or more Executive Agencies³ (“Agencies”), those Agencies will act as joint controllers.

Where reserve lists are shared among Agencies pursuant to the Memorandum, the Agency of origin of the reserve lists remains the controller and the other Agencies are recipients of the personal data. In the case of trainees, DG EAC and REA are joint controllers, pursuant to a Joint Controllership Agreement (“JCA”).⁴

You may contact the data controller via the following functional mailboxes (depending on the nature of the processing activity):

- for statutory staff - Temporary Agents and Contract Agents: REA-HR-SELECTION-RECRUITMENT@ec.europa.eu;
- for Interim Agents - REA-INTERIM-AGENTS@ec.europa.eu;
- for Blue Book Trainees - REA-TRAINEES@ec.europa.eu;

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

Article 5(1) (a), (b), (c) and (d) of the Regulation:

(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

(b) processing is necessary for compliance with a legal obligation to which the controller is subject;

(c) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

In case you are on a pre-existing reserve list, REA will seek for your explicit consent to be included on the repository. Your consent will be documented and retained prior to any sharing of data. For other upcoming selections, if REA intends to share your data with other agencies, you will be informed of this in the Call documents. You will have the possibility to opt out.

For more detailed information on the legal bases please refer to the Record, available at [Public Central Register for Data Protection Records in REA \(europa.eu\)](#).

4. WHICH PERSONAL DATA ARE COLLECTED?

The categories of data that REA or its contractor that organises the test on-line⁵ process from you are the following:

³ European Climate, Infrastructure and Environment Executive Agency (CINEA), the European Health and Digital Executive Agency (HaDEA), the European Research Executive Agency (REA), the European Innovation Council and SMEs Executive Agency (EISMEA), the European Research Council Executive Agency (ERCEA), and the European Education and Culture Executive Agency (EACEA)

⁴ As of 16 September 2023, the activities of the Commission’s Traineeships Office will move from DG EAC to DG HR as new Unit HR.B.4, [Update on changes to DG HR organisation chart \(europa.eu\)](#)

During the **selection phase**:

- a. Personal details allowing your identification: title, surname at birth, current surname, forename, address, postcode, city, date of birth, place of birth, nationality, sex, number and validity date of identification document, telephone number, email address, and your photograph which was provided on a voluntary basis.
- b. The information you provided in your application: contact address, postcode, city, country, telephone numbers, languages for correspondence and any applicable special needs (including information you have given about any disability or a medical certificate requiring individual measures to be taken enabling the data subject to take part in the selection interview and ensure equal treatment).
- c. Any additional data that you have provided to the organiser to participate in an online written test and/or computer-based tests.
- d. Files documenting the organisation of competitions (selection committee members, declarations of conflict of interest or confidentiality, assessment of candidates, minutes, evaluation sheets, conclusions and disputes).
- e. The names of the appointed members of the Selection Committee.

During different stages of the **recruitment phase** (“recruitment file”):

- a. Personal details allowing your identification: title, surname at birth, current surname, forename, address, postcode, city, date of birth, place of birth, nationality, sex, number and validity date of identification document, telephone number, email address, and your photograph which was provided on a voluntary basis.
- b. The information needed for your recruitment: contact address, postcode, city, country, telephone numbers, languages, contact details, information on your citizenship, identity, birthdate, personal/family situation, criminal record, medical aptitude certificate, diplomas and professional experience, Legal Entity Form and financial / banking details. Grading: status, grade, step.
- c. Any additional data that you provide during your recruitment.
- d. Declaration of conflict of interest and confidentiality at recruitment: first name, surname, signature and data regarding the conflict.

If you come from another EU institution/body or agency, REA HR requests your personal file in order to complete the grading. If you are entering into service in the European Institutions at REA, the full file of documentation is uploaded into the Numérisation des Dossiers Personnels (NDP).

During and at the end your career:

Throughout your career, notifications to REA and/or Paymaster’s Office (PMO) informing of any change in your family/individual situation, including any data allowing your identification: title, surname at birth, current surname, forename, address, postcode, city, telephone number, email address,

⁵ REA currently uses Talentsoft (external contractor).

date of birth, place of birth, nationality, sex, number and validity date of identification document, civil status, name of children, name of dependants etc.

- a. Declaration of conflict of interest and confidentiality: first name, surname, signature, function and data regarding the conflict.
- b. Letter of Renewal of contract: name and signature of Director, name and address; relevant information, including personal data to apply for an unemployment benefit and PMO (name, address, function).
- c. Resignation letter from the concerned agent to the Director: names, function, addresses, signature.

If you are an Interim Agent selected by REA, REA HR may encode or access data in Sysper: name, surname, place of birth, date of birth, personal number, nationality, gender, private address, mobile(s) and email address, office telephone number, civil status, administrative language and start date and end date of mission. In your Curriculum Vitae (CV), you may detail your work experience, education and training, personal skills, languages, classification (I, II or III) established by the Interim Agency.

If you are a Blue Book Trainee, REA will process the data uploaded on the Gestmax platform managed by DG EAC: name, date of birth, education, professional experience and linguistic skills and other personal data included in the CVs such as private address and telephone contacts. REA does not control the data contained in the database and is only a recipient of the data.

REA does not retain any data that are spontaneously submitted by a candidate or Agent, Interim Agent or Trainee.

For more detailed information on the data processed by REA please refer to the Record, available at [Public Central Register for Data Protection Records in REA \(europa.eu\)](https://publiccentralregister.europa.eu).

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

Access is always strictly on a need-to-know basis.

Within REA:

- For selection and recruitment of contract agents and temporary agents: Members of the Selection Committee;
- Assessors and Observers to a selection procedure (if applicable);
- REA Head of HR Unit (D.2 “People and Workplace”);
- REA Head of Department D “Coordination and Corporate Services”;
- REA Selection & Recruitment Sector;
- REA Security, Logistics and Administrative Finance Sector of D.2;
- REA Director;
- REA Heads of Unit, Deputy Heads of Unit and Heads of Sectors;
- REA Internal Services (finance, ICS, legal service).
- The designated staff in REA HR, dealing with the recruitment file, access and process personal data;

Recipients having access to the data in the Gestmax platform:

- REA Traineeship Coordinator, REA Trainee Supervisor, Recruiter and Advisor;
- REA HR authorised staff;
- REA Management (concerned Heads of Department, Heads of Unit, Heads of Sector and Director).

Recipients having access to data relating to Interim Agents

- REA HR authorised staff;
- REA Management (concerned Heads of Department, Heads of Unit, Heads of Sector and Director)

Outside REA:

As appropriate, and in line with the Service Level Agreements (SLAs) in place, only the necessary information is transferred to services of the European Commission: PMO (e.g. for salary), Medical Service (e.g. pre-recruitment medical visit organisation), OIB (e.g. for the management of office space), DG DIGIT (for the IT account and materials) and DG HR-Security (e.g. for the issuing of service cards and management of accesses to the building).

- Authorised staff of TestReach and Talentsoft (or of other external contractors): the transmission of data is restricted to the information necessary for the legitimate performance of tasks (with a need to know). The recipients of the data are contractually obliged not to use the data received for other purposes than the one for which they were transmitted. They are bound by confidentiality obligations established by contract.

- Reserve lists for Contract Agents and Temporary Agents may be shared among Agencies, upon the decision of the Director and upon data subject's consent, where needed. The other Agencies will be recipients of the data.

- For Blue Book Trainees: authorised staff of the Traineeships Office that control the data submitted by candidates to the Gestmax platform.

- For Interim Agents: Randstad Belgium, Start People and Daoust (or other Interim agencies).

- Authorised staff of the European Commission, where applicable (e.g. for the purposes of the Junior Professional Programme "JPP": the Directorate-General for Human Resources and Security – Unit HR.B.1).

In addition, data may be disclosed to public authorities, which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law and shall not be regarded as recipient (such as the European Court of Justice, Anti-Fraud Office -OLAF-, European Public Prosecutor's Office -EPPO-, national courts/judges etc.). The processing of those data by those public authorities shall comply with the applicable data protection rules according to the purpose of the processing.

The transmission of data **outside the Agency** will be restricted to the information necessary for the competent entity to carry out its task that will process those data only for the purposes for which they have been transmitted.

4. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

REA applies the principles and retention periods indicated in the Common-Level Retention List for European Commission Files (CRL) by analogy: ([Common Retention List Annex.pdf \(europa.eu\)](#)):

Your personal file: retained for 8 years after the extinction of all your rights and of any dependants, and for at least 100 years after your recruitment (CRL 12.3.7).

Files documenting the organisation of competitions: retained for 5 years (CRL 12.3.4).

If you are a candidate invited to an interview but not included in the final reserve list or a candidate not invited to an interview your file will be kept for 5 years following the conclusion of the selection procedure, in case of possible complaints (CLR 12.3.4).

In case you are on a reserve list of Contract Agents or Temporary Agents, your data will be retained for 2 years following the expiry of the reserve list in case of possible complaints (CLR 12.3.4).

In case you were reimbursed for any expenses, the related documents (financial identification and legal entity forms) will be retained for 5 years after the budget discharge (CRL 4.2.4).

In case you participated in online testing platform, the personal data collected from you will be kept for a period of 6 months from the written test, after which it is anonymised.

The data collected from you by the e-recruitment tool will be kept for 5 years pursuant to the Enterprise Licence Agreement starting from the payment of the balance of the last Specific Contract issued under the agreement⁶.

In the case you have participated in joint selections, the period of validity of the resulting reserve list will be determined by the lead Agency. In case you gave explicit consent that other agencies could accede the pre-existing reserve lists and related documents, the documented consent will be retained by the Agency of origin for a period of 5 years following the closure/removal of the reserve list from the central repository (CLR 12.3.4).

In case you applied for a Blue Book trainee post, but you have not been recruited, your personal data will be stored for a maximum period of 2 years after the selection procedure is closed (CLR 12.3.8).

In case you have been recruited as a Blue Book Trainee, your personal data will be kept in the Trainee's personal file for 2 years after the end of your Traineeship, provided there are no pending claims or any other open issues (CLR 12.3.8).

In the case you are an Interim Agent your CV will be kept 2 years as from reception (CLR 12.3.4); the order form, check list, supporting documents are kept 10 years (CRL 4.2.2). Further, your timesheets will be kept 10 years as supporting documents for the checking and payment of the invoices (according to the Financial Regulation, the retention period for files concerning management expenditure is 10 years). Working documents relating to the day-to-day HR management (such as monitoring tables and budgetary follow-up) are kept for 2 years.

Note that REA retains files containing personal data on staff management, allocation of vacant posts, leaves, etc., which are retained for 4 years (CLR 12.3.14).

5. WHAT ARE YOUR RIGHTS?

Your right to information, access, rectification, erasure, restriction or objection to processing, communication of a personal data breach or due to confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the applicable [Restriction Decision](#) in accordance with Article 25 of the Regulation.

In case you, as data subject, exercise a right, this will be dealt within one month from receipt of the request. This period may be extended pursuant to Article 14(3) of the Regulation.

⁶ This period is in the current contract signed by REA; however this may change in case for instance the contractor changes or the agreement is amended.

This Data Protection Notice (DPN) is relevant to this data processing, is available in the [REA public register of records](#) and it is transmitted by the data controller (REA) to the data subjects, where applicable.

6. 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: for statutory staff - Temporary Agents and Contract Agents: REA-HR-SELECTION-RECRUITMENT@ec.europa.eu;
- for Interim Agents - REA-INTERIM-AGENTS@ec.europa.eu;
- for Blue Book Trainees- REA-TRAINEES@ec.europa.eu

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

The 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.