



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.

Record No: 15
Created on (date): 20 May 2019
Last update (date):

NAME OF THE PROCESSING ACTIVITY

Inter-Agencies mobility of Temporary Agents (TA) and Contract Agents (CA)

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.

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

Mr Evangelos Tsavalopoulos (REA-DATA-PROTECTION-OFFICER@ec.europa.eu).

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

Not applicable.

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

- DG HR for SYSPER (HR-MAILA3@ec.europa.eu);
- DG DIGIT for "ICT services" (ARES/HAN, functional mailboxes, etc.) (DIGIT-MOU@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 (covering the whole employment life-cycle) 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.

REA HR organises the whole selection process in order to fill the Temporary and Contract Agents' vacancies according to the establishment plan. The selection process starts with the availability of posts and ends once the reserve list of suitable candidates is established.

The processing operation is necessary for the selection procedure of the best-qualified candidates according to the needs of the services.

In particular, it is necessary in order to:

- Manage the applications of candidates;
- Verify if candidates fulfil the eligibility criteria;
- Organise and ensure a proper selection process.

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.

- **European Commission Implementing Decision 2013/778/EC of 13 December 2013** establishing the Research Executive Agency and repealing Decision 2008/46/EC.
- **Conditions of Employment of Other Servants of the European Communities**
Chapter 3 concerning the conditions of engagement of Temporary Agents (Articles 12-15) and of Contract Agents (Articles 82-84).
- **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

- Contract agents 3b and/or 3a from the Commission, Commission services and executive agencies.
- Temporary Agents 2(f).

1.8. Categories of personal data

All candidates are requested to send their CV (Europass template), a motivation letter as well as an Eligibility Grid (part of the vacancy notice) to the REA-HR-APPLICATIONS@ec.europa.eu functional mailbox

- a. The Europass CV may contain the following fields/information:

Personal details

First name (s), last names (s), street, postcode, place, country, date of birth, town/city of birth, country of birth, gender, nationality, telephone (s), mobile telephone, fax number, email, personal website. Photograph is not required.

Professional experience

Duration, economic sector, employer, country, job, field of activity, size of organisation, management experience, description of duties and main achievements.

Education

Level of education, diploma obtained, duration, title of diploma, fields of activity, name of institution, place, country.

Training

Duration of training, subject of training, years, name of institution, town/city, country.

Languages

Mother tongue, other languages (level of speaking / writing / reading / understanding), etc.

Skills and competencies

Social, organisational, technical, IT, artistic, other.

Publications

Title of publication, date of publication, name of publisher, publications web address.

References

Referee's name, referee's forename, referee's job, referee's e-mail address, referee's telephone number, referee's address.

Additional information

Information can be given about any disability requiring individual measures to be taken enabling the candidate to take part in the selection procedure.

b. Other

- Candidate's letter of motivation (free text)
- Eligibility grid, that contains the candidate's name, gender, date of birth and current grade

c. Declaration of disability and request for special assistance

In case of a declaration of disability and request for special assistance to attend an interview, the REA HR may request the respective candidate (provided that he/she has been invited to the interview) to provide a medical certificate justifying his/her special assistance request. Upon verification by the REA, the medical certificate will be returned to the candidate and no other copy will be created and/or retained.

If the candidate participates in interviews, he/she will also be asked to sign a declaration form confirming that REA has properly provided the special equipment/infrastructures requested according to the candidate's disability/needs. This form will be included in the candidate's file.

d. Reimbursement of travel costs

If candidates wish a reimbursement for the travel costs for attending at the interview, they should submit their financial identification form, legal entity form, copies of flight or train tickets, tickets for travel to and from the airport and proof of accommodation, as well as a copy of their passport or identity card.

1.9. Retention time (time limit for keeping the personal data)

The parts of the selection files that are part of the personal file of the staff member concerned and, therefore, 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.

Non recruited candidates included in the list of suitable candidates

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

Candidates invited to the interviews but not selected

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

Candidates not invited to interviews

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

Reimbursement of travel expenses

The documents related to the reimbursement of travel expenses (financial identification and legal entity forms) are processed and filed by the financial coordination cell of the Administration Unit (REA.C1), responsible for the payment to the candidates. According to the financial regulations, the retention period of the financial dossiers is five (5) years after the budget discharge.

Is any further processing for historical, statistical or scientific purposes envisaged? **No**

1.10. Recipients of the data

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

- The REA Authority entitled to conclude contracts of the Agency (AECC) (the Director of the Agency);
- REA Head of Department “Administration, Finance and Support Services”;
- REA Heads of Unit, Deputy Heads of Unit and Heads of sectors;
- Members of the Selection Boards;
- Authorised agents of REA (Human resources, finance, etc.).

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”).