

Privacy statement for applicants

Statement on personal data protection within the framework of selection of temporary agents, contract agents, seconded national experts and trainees.

Within the framework of the selection of temporary agents, contract agents, seconded national experts and trainees by the SJU, all data provided by the candidates are dealt in compliance to Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2008 concerning the rules governing the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. In accordance to Article 11 and 12 of the Regulation, the SJU hereby provides the following information on the use of the personal data provided by the candidates in this context:

Controller identity: Director Administration and Finance

Purpose of the processing: To select temporary agents, contract agents, seconded national experts and trainees for the SJU and to comply with Staff Regulations and Conditions of Employment of Other Servants (CEOS) as well as the implementing rules of selection of the indicated staff.

Recipient of the data processed:

- a. Staff of the SJU in charge of Human Resources;
- b. Members of Selection Boards;
- c. Appointing Authority (Executive Director of the SJU or Delegate);
- d. In case of reserve list, the Line Managers;
- e. If appropriate, access will also be provided to the Court of Auditors, the Internal Auditor, the European Ombudsman, the Civil service Tribunal, the European Anti-Fraud Office and the European Data Protection Supervisor.

All recipients of the data are reminded of their obligation not to use the data received for any further purpose than the one for which they were transmitted.

Personal data concerned

The data of candidates provided during the selection and management of the process.

Obligatory or optional data

Candidates are free to give their data on a voluntary basis. Failure to provide compulsory data as requested in the vacancy notice implies exclusion from the selection procedure.

Categories of data processed

- Personal data allowing identification of the candidate (surname, first name, date of birth, gender, e-mail address);
- Information provided by the candidate to allow the practical organisation of the selection process (street, postcode, town, country, telephone number, fax, e-mail address);
- Information provided by the candidate to allow the verification of the eligibility and selection criteria laid down in the vacancy notice (nationality, languages, diplomas, professional experience, references);
- Results of the selection process.

Right of access and rectification

Candidates have a right to access their data. They have a right to update or correct their identification data at any time during the selection procedure. Data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for application of the respective selection procedure.

Any request for access and rectification of personal data should be directed via electronic request to HR@sesarju.eu.

Legal basis

The legal bases for processing data are the Staff Regulations and Conditions of Employment of Other Servants (CEOS) of the European Communities laid down by Council (EEC, Euratom, ECS) N° 259/68 and last amended by Council Regulation (EC, Euratom EC) N° 420/2008 of 14 May 2008 and the SJU implementing rules.

Data Retention

Data regarding recruited applicants will be kept for five years after the last financial transaction or the termination of employment, the latest date prevailing.

Data of non-recruited applicants but placed on a reserve list will be kept for five years after the end of validity of the reserve list and possible extension.

Data concerning non-recruited applicants will be kept for five years from the date the data subject becomes aware of the result of the selection procedure.

Right to appeal

Candidates are also entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) if they consider that their rights under Regulation 45/2001 have been infringed as a result of the processing of their personal data by the SJU.

Candidates may also contact the SJU Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of their personal data at the following e-mail address sju.data-protection@sesarju.eu.