

Privacy statement for selected candidates for a temporary agent or contract agent engagement within the SJU

Statement on personal data protection within the framework of recruitment of temporary agents and contract agents.

Within the framework of the recruitment of temporary agents and contract agents by the SJU, all data provided by the selected 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 selected candidates in this context:

Controller identity: SESAR JOINT UNDERTAKING

Organisational part of the SJU entrusted with the processing of the personal data:

SJU Finance and Administration Directorate – HR Sector

Purpose of the processing: To recruit temporary agents and contract agents within the SJU and to comply with Staff Regulations and Conditions of Employment of Other Servants (CEOS) as well as the implementing rules of selection and recruitment of the indicated staff.

Recipient of the data processed:

- a. Staff of the SJU in charge of Human Resources;
- b. Appointing Authority (Executive Director of the SJU or Delegate);
- c. PMO in the context of the Service Level Agreement signed with them since the beginning of the SESAR Joint Undertaking as Community body.
- d. If appropriate, access will also be provided to the EC Court of Auditors, the SJU Internal Auditor, the European Ombudsman, the Civil service Tribunal, the European Anti-Fraud Office and the European Data Protection Supervisor.

Personal data concerned

The data of candidates provided during the recruitment process and during the engagement period.

Categories of data processed

- Any documents verifying the selected candidate's technical and professional competencies (diplomas, certificates of previous work experience)
- Documents verifying nationality (passport/ID)
- Family situation (marriage certificates, birth certificates, other)
- Documents verifying appropriate character references (extracts of criminal record or if there is no central national register of criminal records in the Member State concerned a attestation of good behaviour from the police authorities) in line with article 12(2) and 82(3) of CEOS.
- Document sent from the Commission medical service indicating in compliance with article 12(2) and 82(3) of the CEOS that the selected candidate is physically fit or not to perform his/her duties.
- PMO forms to allow the establishment of the recruited staff's entitlements under the Staff Regulation and CEOS.

The selected candidates are free to give data on a voluntary basis. Failure to provide compulsory data as requested in article 12 and 82 of the CEOS and in the SJU Board decision on selection and recruitment of temporary agents and contract agents may conclude to non-recruitment.

Right of access and rectification

Data subjects have a right to access their data. They have a right to update or correct their identification data at any time during the recruitment procedure and during the engagement.

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

Requests to erase and rectify data should be treated within 5 working days upon request with legitimate grounds. The data should be immediately blocked for verifying purposes. The data subject will be informed within 5 working days of the approval/rejection of his/her request.

Legal basis

- CEOS Articles 2, 12, 82 and 86.
- Decision 25 of the SESAR Joint Undertaking Administrative Board of 9 October 2009 on general implementing provisions on the procedure governing the engagement and the use of Temporary agents at the SJU
- Decision 27 of the SESAR Joint Undertaking Administrative Board of SESAR Joint Undertaking on General implementing provisions on the procedure governing the engagement and the use of contract staff at the SESAR Joint Undertaking.
- Article 5.a of EC Regulation 45/2001

Data Retention

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

Criminal records will be stored up to two years from the date of recruitment and be destroyed earlier if they have been checked by the Court of Auditors.

Right to appeal

Data subjects 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.