

PRIVACY STATEMENT

For remotely invigilated written tests in EDA's selection procedures

1. INTRODUCTION

This Privacy Statement describes the measures taken to protect your personal data with regard to remotely invigilated written tests as part of an EDA selection procedure and what rights you have as a data subject.

The European Defence Agency (EDA, also referred to hereafter as "the Agency") protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data (Article 1(1) of Regulation 2018/1725).

2. CONTROLLER OF THE PROCESSING OPERATION

EUROPEAN DEFENCE AGENCY

Corporate Services Directorate
Human Resources Unit
Rue des Drapiers 17-23
B-1050 Brussels

www.eda.europa.eu

3. PROCESSOR

TestReach
NexusUCD, Block 9-10 Belfield Office Park
Clonskeagh, Dublin 4
IRELAND
info@testreach.com
+353 (0)1 536 3820

4. PURPOSE OF THE PROCESSING

As part of EDA's staff selection procedures for Temporary agents (TAs), Contract agents (CAs) and Seconded National Experts (SNEs), a written test is conducted remotely and is invigilated by an external service provider, TestReach.

The remotely invigilated written test as part of the selection and recruitment procedure is necessary for the management and functioning of the Agency in order to allow it to carry out its tasks in the public interest on the basis of the Treaty on European Union.

The personal data processed are necessary in order to clearly identify candidates and to supervise their compliance with the applicable instructions during the remotely invigilated tests.

5. DATA PROCESSED

In the context of the remotely invigilated written test the following categories of personal data are processed: first name, family name, date of birth, gender, contact details (telephone number, e-mail). These are shared by EDA with the provider, TestReach, for the practical arrangement of the written test.

In the context of the actual remote written test, the following additional personal data are also processed:

- ID proof requested to the candidate to verify his/her identity;
- Video log of the candidate during the remote written test for test supervision purposes and to ensure the integrity of the assessment process;
- IP address, browser header data (user agent) and other similar information about the computer used to take the assessment;
- User access and activity data within their system (e.g. when the candidate logs in, when the candidate logs out, when the candidate answered a question, etc.) for audit-trailing and security purposes;
- Video recording of the screen of the candidate taking the test.

6. RECIPIENTS OF THE DATA

The recipients are:

- designated EDA staff members involved in the selection and recruitment procedure (e.g. HR, selection panel, Finance);
- where applicable, external members of the selection panel;
- external contractors acting as processors;
- other staff members on a need-to-know basis (e.g. internal auditor, DPO, Legal Office);
- If applicable, supervisory authorities and/or courts.

7. PROTECTION AND SAFEGUARDING OF THE DATA

EDA (the data controller): Having regard to the state of the art and the cost of their implementation, the controller has implemented appropriate technical and organizational measures to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected (restricted access, logs, others). Such measures have been taken in particular to prevent any unauthorized disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.

TestReach (the data processor): TestReach manages all data in accordance with its Control & Retention of Records policy. There is no transfer of personal data to a third country or international organization. All TestReach data is processed in the EU and is subject to EU data processing requirements (EU GDPR) and would not be transferred outside of the EU/EEA unless this was requested and approved by EDA. TestReach has detailed data backup protocols. The main datacentre for TestReach is in Dublin, Ireland. The back-up data centre is in Frankfurt, Germany, which would be used in the event of a failure at the Dublin centre. TestReach also has a detailed Business Continuity & Disaster Recovery Plan which includes data restoration in case of disaster and this is tested at least annually.

8. RIGHT OF ACCESS AND RECTIFICATION OF THE DATA

Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their personal data, which will be implemented within 15 working days after the request has been deemed legitimate.

If the data subject has any queries concerning the processing of his/her personal data, s/he may address them to the data controller at the following mailbox: recruitment@eda.europa.eu.

Justified requests for blocking and erasure are treated within 15 working days after the request has been deemed legitimate.

9. TIME LIMIT FOR STORING DATA

For EDA (the data controller):

For files that are closed without follow-up actions (legal challenge, internal investigations, disciplinary procedure), data will be deleted after 6 years following the closure of the selection for candidates invited for the interview, or after 3 years for candidates not invited for the interview. EDA may retain anonymous data for statistical purposes for an unlimited time.

For TestReach (the data processor):

All personal data held by TestReach will be anonymized after a period of 6 months, unless TestReach is specifically requested by EDA to hold it for longer, for example in the case of an appeal process.

10. LEGAL BASIS FOR THE PROCESSING OPERATION

In accordance with Article 5(1)(a) of Regulation 2018/1725, the processing is necessary for the performance of tasks carried out by EDA in the public interest on the basis of the Treaty on European Union. The recruitment procedure, and the option of conducting parts remotely, is necessary for the management and functioning of the Agency.

- Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency;
- EDA Staff Regulations (COUNCIL DECISION (EU) 2016/1351 of 4 August 2016 concerning the Staff Regulations of the European Defence Agency, and repealing Decision 2004/676/EC);
- EDA SNE rules (COUNCIL DECISION (EU) 2016/1352 of 4 August 2016 concerning the rules applicable to national experts seconded to the European Defence Agency, and repealing Decision 2004/677/EC);
- EDA Decision 18/18 of 7 June 2018 adopting the EDA traineeship policy.

EDA Decision N° 22/02 of 12 April 2022 adopting rules on the selection procedure for the recruitment of EDA statutory staff and SNEs.

11. CONTACT DPO

In case you have any questions or queries concerning data protection at the European Defence Agency, you can also contact the Data Protection Officer at: dataprotection@eda.europa.eu.

12. RECOURSE TO EDPS

As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) at: edps@edps.europa.eu.

13. ADDITIONAL INFORMATION

More information on Data Protection at the European Defence Agency can be obtained on our public website: <https://www.eda.europa.eu/Aboutus/how-we-work/data-protection>.

TestReach's privacy statement can be found at: <https://www.testreach.com/testreach-privacy.html>