

Privacy Statement/ Data Protection Notice

This Privacy Statement provides information on the processing and the protection of your personal data and on the rights you have as a data subject.

1. TITLE OF THE PROCESSING ACTIVITY

EDA Selection and Recruitment Procedures

2. CONTROLLER OF THE PROCESSING ACTIVITY

EUROPEAN DEFENCE AGENCY
Rue des Drapiers 17-23
B-1050 Brussels

Corporate Services Directorate
Human Resources Unit
recruitment@eda.europa.eu

Data Processors

For outsourced online written tests invigilation:
TestReach
NexusUCD, Block 9-10 Belfield Office Park
Clonskeagh, Dublin 4
Ireland
info@testreach.com
+353 (0)1 536 3820

For outsourced assessment center (for
management positions):
Hudson Belgium SA/NV
Avenue Bourget 42
1200 Brussels
Belgium

3. PURPOSE OF THE PROCESSING ACTIVITY

The purpose of this activity is to select and recruit the most suitable candidates. For this activity it is necessary to collect and process personal data to manage applications at the various stages of these selections and to manage and check the use of reserve lists when applicable with aim of eventually recruiting staff.

This applies for the selection and recruitment procedures of the following staff categories:

- Temporary agents (TAs);
- Contract agents (CAs);
- Seconded National Experts (SNEs);
- Trainees.

Recruitment procedures of TAs, CAs, SNEs at EDA are organized as described under [Recruitment Procedure \(europa.eu\)](#). For trainees, relevant info can be found under [Traineeship \(europa.eu\)](#).

4. DATA PROCESSED

Data subject categories:

Candidates submitting their application for the following categories of contracts:

- Temporary agents (TAs);
- Contract agents (CAs);
- Seconded National Experts (SNEs);
- Trainees.

Data categories processed:

- Identification data, i.e. surname, first name, date of birth, gender;
- Contact information, i.e. address, telephone, e-mail;
- Information regarding eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, languages, education, employment record, military/civil service record, other relevant for the job skills such as knowledge of computer software;
- Information about the length of the legal notice period required, objection against inquiry with present employer, periods spent abroad, references, motivation, declaration of honour as well as where the applicant found out about the vacancy;
- If applicable, results of the pre-selection or written/oral tests (TAs, CAs and SNEs);
- Information regarding security clearance (see EDA-DPO-15 Management of PSC);
- For candidates invited to the interviews: if needed, financial information (BAF- bank details form) – for the reimbursement of costs incurred;
- For selected TA, CA candidates only: medical data in the context of the pre-employment medical check (see EDA-DPO-29 Health Data);
- Information about disability might be requested in order to facilitate the access of the candidate(s) to the EDA premises.

For candidates invited to the remote written test (for TAs, CAs and SNEs only)

- some personal are shared by EDA with the service provider, TestReach, for the practical arrangement of the written test. More details are provided to candidates invited to the written test in the dedicated Privacy statement.

For candidates for management positions invited to the Assessment Center:

- some personal data are shared by EDA with the service provider, Hudson, for arranging and carrying out the assessment centre selection step. More details are provided to candidates invited to the assessment centre in the dedicated Privacy statement.

For recruited candidates (Conflict of Interest forms):

As part of this processing activity, it is necessary for EDA to obtain conflicts of interest (Col) declarations before recruitment, in which (future) staff provide personal data about their professional and private lives such as their name, past/present employment or professional activities; shareholdings in companies; functions in associations/organisations; the professional activities of their spouse, partner or household members.

Declarations of Col of senior staff will be published on EDA's website.

5. RECIPIENTS OF THE DATA

The recipients are/may be:

- 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 or service providers 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 judicial authorities.

6. MEANS OF PROCESSING AND MEASURES OF SECURITY OF THE DATA

EDA has implemented appropriate technical and organisational measures (secure access methods, firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing. Appropriate security measures are implemented also by the data processors against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

7. RIGHT OF ACCESS TO YOUR PERSONAL DATA AND OTHER RIGHTS OF THE DATA SUBJECT

Data subjects have the right to access to their personal data inserted in the recruitment IT tool, the right to rectification of any inaccurate or incomplete personal data, the right to erasure of their personal data. Such erasure entails the removal of your application from all relevant selection procedures.

Data subjects can update or correct at any time their identification data. Please note that data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure. Data subjects have the right to restrict processing of their data and the right to object to the processing. Requests for restriction and objection to the processing will be assessed taking into consideration the status of the respective selection procedure. Data subjects have the right not to be subject to automated decision making.

You have a right of access to your evaluation results, with the exception of comparative results of other applicants or of the opinions of individual members of the Selection panel. Candidates placed on a reserve list have the right to amend their identification data such as surname, email, address, phone number, by contacting the HR Unit at recruitment@eda.europa.eu.

Data subject requests will be handled within one month of receipt of the request, in accordance with Article 14(3) of the Regulation (EU) 2018/1725.

For any queries regarding the processing of personal data, or to exercise these rights, data subjects can contact the data Controller at recruitment@eda.europa.eu or the Data Protection Officer at dataprotection@eda.europa.eu.

8. RETENTION OF THE DATA

For EDA (the data controller):

1. Spontaneous applications are deleted after having informed the applicant(s) that the application will not be kept since EDA only considers applications for vacancies published on its website.

2. For non-selected candidates

- Personal data contained in supporting documents of applicants for TA, CA and SNE positions 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.
- Personal data of non-selected applicants for trainee positions will be deleted after 3 years following the closure of the selection.
- For candidates who created an application but finally did not submit it, the personal data is deleted as soon as the selection is completed.

- EDA may retain anonymous data for statistical purposes for an unlimited time. EDA pays particular attention to preserve anonymity of personal data for these purposes, especially to all the measures necessary to avoid indirect identification.

3. Candidates selected for recruitment

Recruitment documents for selected TAs and CAs are kept in the agent's personal file, in accordance with Art. 33 and Art. 104 of the EDA Staff Regulations for a period of 5 years after the jobholder has terminated employment at the agency. The same filing practice and retention is applied for recruited SNEs and trainees. With regards the processing of police record and security clearance:

- The formal job offer to candidates which are to be recruited includes a request to provide a recent extract of the police record, which is conditional for confirmation of the recruitment. This document is only consulted by the HR Officer in charge of the respective recruitment and then always returned to the candidate concerned. An acknowledgment of receipt is placed in the personal file of the candidate who becomes a staff member.
- Security clearance(s) are handled in accordance with record DPO-15-PSC.

For the data processors

1. **TestReach** – invigilated remote written exams All data collected for the invigilated tests are held by TestReach for a period of 6 months after which they are deleted, unless TestReach is specifically requested by EDA to hold it for longer, for example in the case of an appeal process, to ensure the availability of relevant data until the finalization of the selection and/or related legal proceedings.
2. **Hudson** – senior staff assessment center CVs of the candidates invited to the Assessment Center and all related reports are held by Hudson for a period of 2 months after the acknowledgement by EDA of receipt of the Assessment Center reports. Anonymised data could be kept longer for statistical purposes for an unlimited period of time.

9. 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 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.

- 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.

In accordance with Article 5(1)(b) of Regulation 2018/1725, the processing of certain data categories is necessary to comply with EDA's obligations stemming from the EDA Staff

Regulations and the EDA SNE rules, notably the processing of personal data relevant to the eligibility of the candidates.

10. 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.

11. 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.