

## PRIVACY STATEMENT

### for the Assessment Centre in EDA's selection procedures

<p><b>1. INTRODUCTION</b></p>
<p>This Privacy Statement describes the measures taken to protect your personal data with regard to the Assessment Centre in EDA's selection procedures 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 No 2018/1725).</p>
<p><b>2. CONTROLLER OF THE PROCESSING OPERATION</b></p>
<p>EUROPEAN DEFENCE AGENCY Corporate Services Directorate - Human Resources Unit Rue des Drapiers 17-23 B-1050 Brussels <a href="http://www.eda.europa.eu">www.eda.europa.eu</a></p>
<p><b>3. PROCESSOR</b></p>
<p>Hudson Belgium SA/NV Avenue Bourget 42 1200 Brussels Hudson's privacy notice: <a href="https://www.hudsonsolutions.com/media/34ahd14j/privacypolicy_en.pdf">https://www.hudsonsolutions.com/media/34ahd14j/privacypolicy_en.pdf</a></p>
<p><b>4. PURPOSE OF THE PROCESSING</b></p>
<p>Personal data are collected and processed in order to recruit EDA staff members. The recruitment process for management positions (Temporary Agents) foresees the possibility of evaluating candidates placed on the reserve list using psychometric testing and assessment centre exercises (referred to as "assessment centre") via an external service provider, Hudson Belgium SA/NV.</p> <p>In accordance with Article 5(1)(a) of Regulation 2018/1725, the processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in the legitimate exercise of official authority vested in EDA. The recruitment procedure is necessary for the management and functioning of the Agency.</p>
<p><b>5. DATA PROCESSED</b></p>
<p>The electronic application forms of the candidates are shared with the provider, Hudson, to arrange the assessment centre and implement the foreseen assessment activities. The application forms may contain:</p> <ul style="list-style-type: none"> <li>- Identification data, i.e. surname, first name, date of birth, gender;</li> <li>- Contact information, i.e. address, telephone, e-mail;</li> <li>- 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;</li> </ul>

- Information about objection against inquiry with present employer, references, motivation, and the declaration of honour.

The data is used for:

- Creating user account;
- Candidate Identification and ID verification;
- Security purposes: user access within Hudson’s system (e.g. when the candidate logs in, when the candidate logs out, details on what changes were made in the application);
- Candidate Assessment: Observing and interacting with the candidate for the duration of the assessment to evaluate his/her performance. A candidate may take part in group exercises with other short-listed candidates for the same profile.
- Reporting: Notifying EDA of the results of the assessment centre and psychometric tests via assessment reports and/or debriefing presentation.
- Feedback sessions to candidates: Contacting candidates, via phone or remotely, to provide feedback on their performance at the assessment centre.

## 6. RECIPIENTS OF THE DATA

The recipients are:

- designated EDA staff members involved in the selection and recruitment procedure (e.g. HR, selection panel);
- where applicable, external members of the selection panel;
- staff of external contractor acting as processor;
- 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.

**Hudson (the data processor):** In order to protect personal data, Hudson Belgium has integrated multiple security mechanisms into its applications. Both active and passive security mechanisms are in place at various levels of the application. Active security mechanisms, such as secure communication and password protection, help to prevent data leaks. Passive security mechanisms, such as the logging of user actions, are intended to discourage unauthorised use and detect any irregularities. Hudson manages all data in accordance with its Privacy Notice. Hudson uses Microsoft Azure cloud infrastructure. The selected data centre of this is located in Amsterdam, the Netherlands. All Hudson data is processed in the EU and is subject to EU data processing requirements and would not be transferred outside of the EU/EEA unless this was requested and approved by the Agency.

## 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](mailto:recruitment@eda.europa.eu).

<p>Justified requests for blocking and erasure are treated within 15 working days after the request has been deemed legitimate.</p>
<p><b>9. TIME LIMIT FOR STORING DATA</b></p>
<p><b>For EDA (the data controller):</b></p> <p>For files that are closed without follow-up actions (legal challenge, internal investigations, disciplinary procedure), data collected for the Assessment Centre are stored in the recruitment file for a period of 6 years after the closing of the selection procedure. EDA may retain anonymous data for statistical purposes for unlimited time.</p> <p><b>For Hudson (the data processor):</b></p> <p>Hudson shall delete all personal data processed, the assessment centre reports and materials, 2 months after the acknowledgement by EDA of receipt of the Assessment Centre Reports and debriefing materials to ensure the delivery of feedback if requested by candidates.</p>
<p><b>10. LEGAL BASIS FOR THE PROCESSING OPERATION</b></p>
<p>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.</p> <ul style="list-style-type: none"> <li>- Article 31 of Council Decision (CFSP) 2015/1835 of 12 October 2015 defining the statute, seat and operational rules of the European Defence Agency;</li> <li>- 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);</li> <li>- EDA Decision N° 22/02 of 12 April 2022 adopting rules on the selection procedure for the recruitment of EDA statutory staff and SNEs.</li> </ul>
<p><b>11. CONTACT DPO</b></p>
<p>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: <a href="mailto:dataprotection@eda.europa.eu">dataprotection@eda.europa.eu</a>.</p>
<p><b>12. RECOURSE TO EDPS</b></p>
<p>As a data subject you have the right to have recourse at any time to the European Data Protection Supervisor (<a href="http://www.edps.europa.eu">http://www.edps.europa.eu</a>) at: <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a>.</p>
<p><b>13. ADDITIONAL INFORMATION</b></p>
<p>More information on Data Protection at the European Defence Agency can be obtained on our public website: <a href="https://www.eda.europa.eu/Aboutus/how-we-work/data-protection">https://www.eda.europa.eu/Aboutus/how-we-work/data-protection</a>.</p>