

PRIVACY STATEMENT / RECORD

SELECTION AND RECRUITMENT PROCEDURES

Organisational part of the Agency entrusted with the processing of personal data

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Purpose

- To organise selection procedures to recruit different categories of staff, including trainees;
- To manage applications at the various stages of these selections; to manage and check the use of reserve lists.

Legal basis

- Council Regulation (EU) 2019/126 of the European Parliament and of the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA), and repealing Council Regulation (EC) No 2062/94.
- Staff Regulations of Officials and Conditions of Employment of Other Servants, in particular Art. 27-34 (SR) and Arts. 12-15 and 82-84 (CEOS).
- Decision of the Director of 21 July 2011 laying down the rules applicable to national experts (SNEs) and national experts on professional training (NEPTs) on secondment to the European Agency for Safety and Health at Work.
- Decision of the Governing Board 2018/02 Rules governing the EU-OSHA traineeship programme.

Type of data processed

- Personal data allowing the candidate to be identified, i.e. surname, first name, date of birth, gender.
- Information provided by the candidate to allow the practical organisation of pre-selection and other tests, i.e. address information: street, postcode, town, country, telephone, fax, e-mail.
- Information provided by the candidate to verify whether he/she fulfils the eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, languages, education, employment record, military/civil service record.
- If applicable, results of the pre-selection or written/oral tests.

Lawfulness of processing

The processing is based on Article 5.1 (a),(d) of [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection

of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (hereinafter the Regulation).

Data recipients

- Human Resources section (staff in charge of recruitment)
- Members of the Selection Board (internal and external members)
- Appointing Authority (Executive Director)
- For trainees: Heads of Unit that select a trainee or other staff who would work with the trainee.
- Should the applicant's name be put on a reserve list and should a similar vacancy arise in another Unit, the Head of Unit to which the vacancy belongs can have access to the CV and results of the evaluation of the applicant.

The data subject's rights

- Data subjects have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (Articles 17, 18, 19, 20, 22, 23 and 24 of the Regulation).
- Any requests to exercise one of those rights should be directed per email to the organisational part of the Agency entrusted with the processing operation as indicated in this privacy statement, including in the subject the words "data protection".
- Data subjects' rights can be restricted only in the cases foreseen in Art 25 of the Regulation.
- Applications for positions as a temporary agent and contract agent, on the one hand, and trainee, on the other shall be submitted by email, respectively at recruitment@osha.europa.eu. Candidates have the right to access, update or correct at any time their identification data. They can exercise their right by submitting a request by email at atrecruitment@osha.europa.eu. However, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.
- Candidates have a right of access to their evaluation results, with the exception of comparative results of other applicants or of the opinions of individual members of the Selection Board.

Information on the conservation period of data

- Temporary Agents (TAs), Contract Agents (CAs) and Seconded National Experts (SNEs):

In the case of recruited candidates, their data are kept in the agent's personal file, in accordance with Article 26 of the Staff Regulation until 10 years following

the termination of employment or the last pension payment. Extracts of criminal records are returned to the selected candidates further to due assessment by a member of the HR section.

In the case of non-recruited applicants, their data are eliminated 2 years after the date of closure of the selection procedure, provided that those are not necessary for budgetary discharge, control and audit purposes.

In the case of not recruited applicants on the reserve list, their data are eliminated after the date of expiry of the reserve list.

- Trainees:

In case of recruited trainees, their data are kept for 5 years after the traineeship budget is discharged in accordance to the Financial Regulation. Basic data (information on duration of traineeship, the unit to which he/she was assigned, the name of the supervisor and the nature of work performed) is kept for up to 50 years for the purpose of providing a copy of the traineeship certificate. Extracts of criminal records are returned to the selected candidates further to due assessment by a member of the HR section.

In case of pre-selected but not recruited trainees, their data are eliminated after the date of expiry of the reserve list.

Security measures

Throughout this procedure only authorised people are attributed access rights and only on a "need-to-know" basis. Any possible security measure is taken to prevent any improper use of or unauthorized access to the electronic file. Procedure-related documents are kept in a secure environment, on an encrypted data carrier, or locked in cupboards/drawers.

Request for information

For any further information regarding the handling of their personal data, data subjects can address their request to EU-OSHA Data Protection Officer at: [dpo\(at\)osha.europa.eu](mailto:dpo(at)osha.europa.eu).

Recourse to the EDPS

Data subjects are entitled to make recourse to the European Data Protection Supervisor: <http://www.edps.europa.eu>, should they consider that the processing operations do not comply with the Regulation.

Date when processing starts

Date of application.

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