

## PRIVACY STATEMENT / RECORD

### SPONTANEOUS JOB APPLICATIONS

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

Andrea BALDAN (information(at)osha.europa.eu)

#### Purpose

To manage and process spontaneous applications (applications not responding to published posts), that reach the Agency, essentially via e-mail.

#### 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 Governing Board 2018/02 Rules governing the EU-OSHA traineeship programme.

#### Type of data processed

Although the content varies in each case, spontaneous applications typically contain:

- Name, surname, date of birth, address
- Personal identification numbers
- Telephone numbers and communications
- Other data provided by the applicant

#### Lawfulness of processing

The processing is based on Article 5.1 (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

- Only staff members of the HR section have access to spontaneous applications sent to the specific email address for recruitment, namely recruitment(at)osha.europa.eu

- Spontaneous applications sometimes reach the Agency through other contact email addresses, i.e. [Information\(at\)osha.europa.eu](mailto:Information(at)osha.europa.eu). These are then forwarded to the HR section.

## 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 [information\(at\)osha.europa.eu](mailto:information(at)osha.europa.eu), mentioning the organisational part of the Agency entrusted with the processing operation as indicated in this privacy statement and the name of the processing operation, 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.

## Information on the conservation period of data

Collected personal data are recorded and stored for 2 years.

## 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 or paper 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 reception of the application.

*Privacy statement last updated: 5/27/2019 1:44:47 PM*