

Privacy Statement

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Privacy Statement for processing of personal data related to recruitment

Regulation (EC) 45/2001 applies to the processing of personal data carried out by CEPOL. Further to Article 11 and Article 12 of the Regulation, the CEPOL provides the Data Subjects with the following information:

Data Controller	CEPOL's Head of Corporate Services Department (CSD)
Purpose of processing	To organise selection procedures to recruit different categories of staff (i.e temporary agents and contract agents) and trainees; to manage applications at the various stages of these selections; to manage and check the use of reserve lists.
Data subjects	All candidates submitting an application for a position as temporary agents, contract agents and trainees. Members of the Selection Committee who sometimes may be external parties as well (e.g staff members of other European Agencies forming part of the Selection Committee).
Data categories	<ul style="list-style-type: none"> - Personal data allowing the candidate to be identified i.e surname, first name. - Information provided by the candidate to allow for practical organisation of the selection i.e address, telephone, email. - Educational background (including knowledge of languages, ICT knowledge, job related/professional training and membership of professional bodies). - Current and past employment history of the candidate. It is noted that the fields linked to the reason for leaving a position are not mandatory to fill. - Information on gender, date of birth and nationality. - Evaluation of candidates against eligibility and selection criteria. - Results of the written test and the oral interview of the candidates who participated to the interview - Bank and legal entity details (for candidates who are invited for interview and wish to claim reimbursement of travel expenses). -Copies of proof of nationality, of diplomas required for admission to the selection and of statements of employment (for candidates invited for interview). - Data concerning health may be processed. For the purposes of complying with Articles 28(e) and 33 of the Staff Regulations (SR) and Articles 12(d) and 13 of the Conditions of Employment of Other Servants (CEOS) requiring that a candidate may be recruited as a member of staff only on condition that "<i>he is physically fit to perform his duties</i>" the candidate who is offered

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	<p>the position is requested to pass a medical examination resulting in a medical aptitude certificate.</p> <p>For the purposes of complying with Articles 28 of the SR and 12(2) of the CEOS providing that a member of the staff may be engaged only on condition that "(a) he [...] enjoys his full rights as a citizen" and that "(c) he produces the appropriate character references as to his suitability for the performance of his duties" the HR team requests from the candidate who is offered the position to provide an extract of his/her criminal record.</p>
Data collection	The candidates create password protected accounts in the electronic platform and fill out their applications online.
Data recipients	<ul style="list-style-type: none"> - CEPOL Appointing Authority. - Members of the Selection Committee (including external parties who act as Selection Committee members). - CEPOL Internal Audit Panel and/or the Internal Control Officer (if relevant). - External contractor providing the platform (subject to national law adopted for the implementation of the Directive (EC) 95/46. - EU bodies: European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission, European Court of Auditors.
Nature of response	Data subjects are providing voluntarily their personal data
Data retention	<ul style="list-style-type: none"> - The data of the recruited candidates will be stored in their personal file for a period of ten years as of the termination of employment or as of the last pension payment. - Data of non-shortlisted candidates are held for 2 years (from closure of the procedure, i.e. date on which the successful candidate is appointed). Following that period they will be deleted from the platform. - Data of candidates who have been shortlisted or placed on a reserve list but have not been appointed are held for 2 years after the expiry of the reserve list (note that the reserve list is open for up to 18 months from the closing date of the selection procedure and may be extended). In most cases, the reserve lists are extended for another 12 months. - The Administration file of the recruitment procedure is retained for 5 years from closure of the procedure (this file is a record of the recruitment procedure including names of candidates, names of shortlisted candidates, marks received by candidates in the interview phase and results of recruitment procedure).
Right to access, to rectify, to block, to erase, to object data	The candidate shall have access to his/her evaluation results (pre-selection, interview and written tests) upon request, unless the exception of Article 20(1)(c) of Regulation (EC) No 45/2001 in line with Article 6 of Annex III to the Staff Regulations is applied.

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	<p>The time-limit to provide access shall be at any time within three months from receipt of the request.</p> <p>Candidates are permitted to rectify and to erase any data that is inaccurate or incomplete in their applications during the recruitment procedure:</p> <ul style="list-style-type: none"> - In the case of identification data, applicants can rectify those data at any time during the procedure; - In the case of data related to the eligibility or selection criteria, the right of rectification cannot be exercised after the deadline for applications for the specific vacancy has passed. <p>Substantiated requests should be e-mailed to: HeadofCSD@cepol.europa.eu</p> <p>The rectification/erasure of inaccurate or incomplete data will take place without undue delay starting from the date of receipt of such request.</p>
Right to obtain notification to third parties	No transfer to third parties takes place.
Legal basis of the processing operation	<p>Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), in particular Articles 27-34 (SR), Articles 12-15 (CEOS) and Articles 82-84 (CEOS).</p> <p>Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA.</p> <p>Governing Board Decision 26/2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.</p> <p>Governing Board Decision 29/2011 adopting the general implementing provisions on the procedures governing the engagement and the use of contract staff at CEPOL.</p> <p>Decision of Director 03/2015 internships at CEPOL.</p> <p>Article 5(a)(d) of Regulation (EC) 45/2001.</p>
Contact information	<p>Data Controller: HeadofCSD@cepol.europa.eu</p> <p>Data Protection Officer: DPO@cepol.europa.eu</p>
Right to have recourse	The Data Subjects shall have right of recourse at any time to the European Data Protection Supervisor edps@edps.europa.eu .