

PRIVACY NOTICE - Selection and Recruitment

The European Institute for Gender Equality (EIGE) informs You about processing of Your personal data in compliance with Regulation 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Purpose of processing of personal data

EIGE collects personal data in order:

- to enable organisation of selection and recruitment procedures to recruit personnel for EIGE. This includes assessing skills, qualifications, and suitability for the position within EIGE, communicating with about the recruitment process, keeping records related to our recruitment processes;
- to ensure the management of applications at the various stages of these selections and recruitment;
- to ensure the management and control of the use of reserve lists.

Legal basis

- I. Establishment Regulation of EIGE (EC) No 1922/2006;
- II. Regulation EU 2018/1725;
- III. Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community and the applicable Implementing Rules for Temporary Agents and Contract Agents, Decision of EIGE's Management Board on rules governing the secondment of national experts to EIGE and the Decision of the Director on rules governing the traineeship programme at EIGE.

Lawfulness of processing

Processing is necessary for the performance of a task carried out in the public interest on the basis (recruitment of personnel) of the Treaty Functioning the EU (TFEU) and the Establishment Regulation of EIGE (EC) No 1922/2006.

Data categories

I. Personal data collected and further processed will concern the applicant who applies for open vacancies. Candidates are free to provide personal information on a voluntary basis, although failure to provide data in the mandatory fields may lead to disqualification.

The personal data processed are the ones provided in the form used for the application, in particular:

- Name (title, first name, surname) and function;
- Other personal data contained in CVs (e.g. sex, place and date of birth, nationality);
- Contact details (postal address, country of residence, telephone number, mobile telephone number, e-mail address, website address);
- Information provided by the candidate to verify whether he/she/they fulfils the eligibility and assessment criteria laid down in the vacancy notice, e.g. information

about nationality, languages, education, previous working experience, fulfilment of military/civil service duties, health information, criminal convictions, etc.

- If candidate are shortlisted for the interview stage, bank account details (account number, name of the account holder, name and address of the bank, IBAN and BIC codes), Passport/ID number are processed.

II. Moreover:

- If applicable, EIGE may also collect records of the pre-selection or results of written/oral tests and documents from selected candidates to demonstrate the claimed information, experience and skills, such as (but not limited to) a copy of passport or identity card and academic qualifications.

Data Controller

EIGE is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Data Controller is primarily the Head Administration Unit who ensures the proper implementation of the processing operations in relation to selection and recruitment procedures.

Access and storage of the data

Recipients of the data related to the Recruitment and Selection process for the positions of temporary agents, contract agents, trainees and seconded national experts are EIGE staff employed in the Administration Unit dealing with HR and financial matters, the members of the Selection Committee, the Head of Unit, Director. Access to the personal data of the successful non-recruited applicants on the reserve list might be provided to other EIGE's managers, in connection with a possibility of employment at EIGE.

Officials of OLAF, IAS and the Court of Auditors can be recipients of data upon request and limited to what is necessary for official investigations or for audit purposes. EIGE has several security controls in place to protect data subject's personal data from unauthorised access, use or disclosure. EIGE keeps the data stored on computer systems with limited access to a specified audience only. EIGE does not intend to share data to Third Countries/International Organisations.

When processing starts

Date of application.

Retention policy

Applications of candidates who were not selected for the Reserve List are kept for up to two years from the establishment date of the Reserve List after which time they are destroyed. Application files for candidates on the Reserve List are kept for three years after the expiry of the Reserve List after which time they are destroyed.

The data subject has specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725

Right to access data – data subjects have the right to access data at any time by sending an email request to EIGE.HR@eige.europa.eu. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing, at any time and free of charge, by sending an email request to the mentioned email. However, if you are a candidate you have the right to access your evaluation results, except comparative results of other applicants or of the opinions of individual members that assessed your application.

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

Right to restrict – data subjects have the right to restrict the processing at any moment by sending an email request to EIGE.HR@eige.europa.eu; and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing, and to be expressly offered the right to object free of charge to such disclosure or use.

Right to erasure – data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to EIGE.HR@eige.europa.eu.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Controller of EIGE by contacting information at dpo@eige.europa.eu.

Other rights – Where applicable, you also have the right to object to the processing or the right to data portability. You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5 (1)(a) on legitimate compelling grounds by sending an e-mail to dpo@eige.europa.eu. No automated decision making, including profiling is made.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: edps@edps.europa.eu

Contact information

Data Protection Officer of EIGE, e-mail dpo@eige.europa.eu

EIGE HR, e-mail EIGE.HR@eige.europa.eu