

Data protection notice on Selection and Recruitment

Last updated: 6 June 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, dpo@eige.europa.eu

EIGE's HR, HR@eige.europa.eu

Purpose of processing

EIGE collects and further processes your personal data in order to:

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

Your personal data will not be used for any automated decision-making including profiling.

Legal basis of processing

Processing of your personal data is necessary to enter into a contract of employment with the successful candidates¹, as well as to comply with obligations which are imposed upon EIGE by Articles 12-15 and 82-84 of the Conditions of Employment of Other Servants (CEOS) of the European Union².

¹ Processing is, therefore, necessary under Article 5(1)(c) of Regulation (EU) 2018/1725.

² Processing is, therefore, necessary under Article 5(1)(b) and Article 10(2)(b) of Regulation (EU) 2018/1725.



An EU Agency

Types of personal data collected

Personal data collected and further process concerns 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 following data will be processed:

- Name (title, forename and surname)
- Post for which the candidate is applying;
- Gender;
- Place and date of birth;
- Nationality;
- Contact details (postal address, country of residence, telephone number, mobile number, email address);
- Educational background, including knowledge of languages, training skills, etc.;
- Career history/work experience;
- Names of referees and their contact details;
- Information on the fulfilment of military / civil duties (if applicable);
- Information relating to a physical disability (at the discretion of the candidate);
- Information on criminal convictions;
- Any other information provided by the candidate under motivation; and
- If candidate is 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.

Candidates may be requested to provide a copy of the following documents:

- copy of passport or identity card, copy of the diploma(s) or certificate(s) of the required level of education;
- employment certificates / contracts proving the length of professional experience;
- original criminal record extract;
- birth certificate;
- civil status certificate;
- residence certificate;
- proof of residence of family members as required to claim certain entitlements
- marriage certificate, if applicable
- birth certificate of children, if applicable
- document proving the fulfilment of any obligations imposed on the candidate by the laws concerning military service, if applicable;
- previous salary slips;
- Reimbursement of travel and subsistence expenses form.

Individuals who have access to the data

Access to your data will be given exclusively to:

- EIGE's staff members assigned to the Administration Unit dealing with HR and financial matters;
- Members of the Selection Committee;

- Heads of Units; and
- Director.

Access may be given, upon request, to staff members of OLAF, the European Commission Internal Audit Service and the Court of Auditors, and only if necessary for official investigations or for audit purposes.

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

Retention policy

The following retention periods apply:

- Personal data of candidates who do not reach the reserve list will be kept for two years from the establishment date of the reserve list;
- Personal data of candidates who reach the reserve list will be kept for three years after the expiry of the reserve list;
- Personal data of candidates rejecting an offer will be kept for two years from the date of rejection; and
- Personal data of recruited candidates are held in their personal file (Article 26 of the Staff Regulations) for 10 years as of the termination of employment or as of the last pension payment.

Once these periods are reached, personal data will be securely destroyed or anonymised (i.e., anonymous data is not conserved personal data and can be kept for longer periods of time).

Security of your personal data

An electronic administrative file is stored in EIGE's secure electronic document and records management system on servers located in EIGE's on-site data centre. Access to your data is given exclusively on a need-to-know basis. Physical files kept in locked cabinets accessible only by HR staff members.

Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact HR@eige.europa.eu whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

Other rights

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.