

**Record of processing activities regarding staff selection and recruitment procedures of the
European Institute of Innovation and Technology**

Nr	Item	Description
1	Reference number	DPO-03
2	Name of the data controller, the data protection officer and processor, if applicable and contact details	<p>The data controller is the Head of Services and Finance Unit.</p> <p>Contact e-mail: HR@eit.europa.eu</p> <p>The Data Protection Officer of the EIT is Nora TOSICS.</p> <p>Contact e-mail: EIT-DPO@eit.europa.eu</p>
3	Purposes of the processing	Personal data is collected for the purposes of managing the applications at the various stages of the selection process, selecting and recruiting staff to the EIT.
4	Categories of data subjects	The data subjects are the applicants/candidates for EIT staff recruitment procedures for temporary agent, contract agent and seconded national expert positions.
5	Categories of the personal data processed	<p>The following types of personal data are processed for the above-mentioned purposes in accordance with the Data Protection Regulation¹ of the European institutions:</p> <p>a. Personal data provided by the candidate allowing identification of the candidate (surname, first name, date and place of birth, gender, nationality);</p>

¹ OJ L 295, 21.11.2018, p. 39-98

	<ul style="list-style-type: none"> b. Information provided by the candidate to verify whether or not he/she meets the eligibility criteria fixed in a call for applications (such as citizenship, language certificates, diploma/training: year awarded, title, name of the awarding body, employment records etc); c. Motivation/cover letter provided by the candidate; d. Financial information (for instance, bank account details); e. Contact information provided by the candidate to allow the practical organisation of the selection process (street, postcode, town, country, telephone number, fax, e-mail address); f. Data providing evidence of the candidate not falling under exclusion circumstances for the signature of an employment contract relating to suspected offences, offences, criminal convictions or security measures at the recruitment stage at the end of the selection procedure; g. Medical aptitude certificate following the pre-recruitment medical examination; h. Information concerning special needs (disability). <p>The EIT does not require the applicants to submit any special category of data listed in Article 10 of the Data Protection Regulation of the European institutions as part of the selection and recruitment procedure. If participants decide to share such information for example by means of attaching a photo to their CVs this is done with unambiguous and explicit consent of the data subject.</p> <p>Names of the Selection Board members are published on the EIT website at the following page: https://eit.europa.eu/work-with-us/careers/vacancies.</p> <p>Interviews and written tests may take place either presentially or remotely via an online platform².</p>
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² Interviews and written test may be conducted using the MS Teams online platform, or other similar IT tools.

		<p>If the written test and the interview take place online, the candidate will be provided with appropriate guidelines on how the online interview and written test is to be conducted. In this case, the processing of personal data of candidates also involves the following:</p> <ul style="list-style-type: none"> - Candidates are requested to show the room environment and a clean desk for the purposes of ensuring the absence of materials not allowed or, else, certify the absence of other persons providing assistance to the candidate. - Candidates may be asked also to share their screen during the execution of the written test in order to ensure that only permitted sources of information are consulted online. - No recording of images and videos are made by the EIT. - Only in the event of an incident during the online written test or interview, additional information which might include personal data (such as a screenshot of the candidate's screen) may be collected to detect the incident and to allow that a decision is made regarding the incident (the incident may be described and summarised in the form of an internal report). <p>At the end of the written test, candidates will be requested to show that they delete the file containing the original written test sent to the candidate by the EIT, as well as the response to the written test drafted by the candidate.</p>
6	Categories of data recipients	<p>Within the EIT:</p> <p>The personal data of the candidates is processed by the responsible EIT staff: HR staff, members of Selection Boards, responsible Head(s) of Unit, Head of the Director's Office and the Director of the EIT.</p>

	<p>Within the Commission and other EU institutions/agencies/institutions:</p> <p>Selection Boards may include members coming from the European Commission or other EU institutions/agencies/institutions.</p> <p>Authorised staff of the following EU institutions may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).</p> <p>For the purpose of providing the recruited EIT staff with the financial entitlements, part of the personal data provided by the data subjects is disclosed to the Payment Master's Office (internal service of the European Commission responsible for the financial entitlements of staff of the Commission and certain other EU institutions/agencies/bodies).</p> <p>For the purpose of handling review procedures and litigation, access to the personal data may be granted to the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice upon request and to the extent necessary for handling the review procedure and litigation.</p> <p>Third parties subject to the GDPR³ and third parties not subject to the GDPR:</p> <p>Exceptionally and if necessary, information concerning the selection and recruitment procedure may be disclosed to external lawyers (advocates) subject to the GDPR, for specific and limited purposes only. In this case a written contract (service contract) is signed between the EIT and the external lawyer in order to ensure that that Article 29 of the Data Protection Regulation of the EU institutions is respected by the data</p>
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³ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; OJ L 119, 4.5.2016, p. 1–88)

		<p>processor. These written contracts follow the model of the Commission and include a specific article on data protection.</p> <p>The same applies to external IT contractors with whom the EIT has a framework contract in order to provide IT services for the EIT.</p>
7	<p>Time limit storage</p>	<p>The information related to recruitment is kept in the personal file. It is opened when <u>the recruited candidate</u> takes up his/her duties and kept until the employment relation is terminated. The personal file contains all the documents related to the staff member's career. The personal file is kept for 10 years as of the termination of employment or as of the last pension payment. Criminal records of recruited candidates are kept for maximum 2 years from the date of recruitment.</p> <p>In relation to <u>non-recruited applicants who are included in the reserve list</u>, the personal data is retained for the period of validity of the reserve list.</p> <p>In relation to <u>non-recruited applicants who are not included in the reserve list</u>, the personal data shall be retained for a period of 2 years following the end of the recruitment process for the possible review of the decision taken in the selection procedure.</p> <p><u>Spontaneous applications</u> shall be eliminated at latest after 2 years following the day of receipt.</p> <p>The documents necessary for financial/budgetary purposes (e.g. documents relating to the reimbursement claim of travel expenses) and audit purposes are kept for a period of 5 years as from the date of the discharge of the corresponding EIT budget.</p> <p><u>Additional information collected in an incident during the written test or online interviews</u> which might include personal data are kept until the candidate is informed</p>

		about the decision taken by the EIT following the incident. In case the candidate is excluded from the selection procedure, the personal data may be retained until the expiry of the candidate's right to request a remedy against that decision (i.e. maximum 2 years for the submission of a complaint to the European Ombudsman). If necessary, the information may be kept until such a process (e.g. a complaint, court case) is closed.
8	If applicable, transfers of personal data to a third country or to international organisation (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)	No
9	General description of the technical and organisational security measures	<p>Organisational measures: the personal data of the candidates is processed by the responsible EIT staff: HR staff, members of Selection Boards, responsible Head(s) of Unit, Head of the Director's Office and the Director of the EIT.</p> <p>Technical measures: hardcopy files are kept in the locked cupboards. Electronic data is stored on EIT network drive and is only accessible to the staff mentioned in the previous paragraph.</p>
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Please consult the Data Protection page on the EIT's website:</p> <p>https://eit.europa.eu/who-we-are/legal-framework/data-protection</p>

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)



Annex: Privacy statement