



## Privacy Statement for recruitment of EMCDDA staff

Any data collected or information provided by applicants during a recruitment procedure at the EMCDDA will be processed in accordance with '[Regulation \(EC\) 45/2001](#)'. This Regulation concerns the protection of individuals with regard to personal data provided to the Community institutions and bodies and on the free movement of such data. In compliance with Articles 11 and 12 of the Regulation, the EMCDDA provides all applicants with the following information:

The Controller<sup>1</sup> of the data is the Head of the Administration.

### Who has access to your information and to whom is it disclosed?

The recipients of the data are: the appointing authority, the Human Resources staff dealing with recruitment, the members of the selection committee appointed by the Director and any of the supervisory instances of the EMCDDA (i.e. European Court of Auditors, Internal Audit Service, and in case of controversy, the Civil Service Tribunal, the staff Ombudsman, etc.).

All recipients of the data are reminded of their obligation not to use the data received for any further purpose than the one for which they were transmitted.

### How do we protect and safeguard your information?

The data collected during the EMCDDA's recruitment procedures can be accessed by designated EMCDDA staff working for the Human Resources Management Sector and by the members of the selection committee appointed by the EMCDDA's appointing authority. The data is stored in the Human Resources Management Sector's offices in locked cabinets.

### How can you verify, modify or delete your information?

Regulation (EC) 45/2001 safeguards your right to access your data and to require the Controller to rectify without delay any inaccurate or incomplete personal data. You also have the right to require the Controller to erase data if the processing is unlawful. For this, you need to contact the EMCDDA's Human Resources Management Sector in writing ([EMCDDA-HR@emcdda.europa.eu](mailto:EMCDDA-HR@emcdda.europa.eu)). Furthermore, you are free to address the European Data Protection Supervisor at any time.

The right to rectification can only apply to the factual data processed during the concerned selection procedure. The mentioned right can only be exercised up to the closing date for submissions of applications.

Furthermore, you have right to have access to your evaluations results from all stages of the selection procedure upon written request to be addressed to the e-mail address indicated above. This right to access is provided only for aggregated results and in no case is extended

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<sup>1</sup> Article 2(d) of Regulation (EC) 45/2001 defines the controller as follows: '[...] controller shall mean the Community institution or body, the Directorate-General, the unit or any other organisational entity which alone or jointly with others determines the purpose and means of the processing of personal data [...]']



to the comparative data concerning other applicants (comparative results), neither to the individual opinions of the members of the respective selection committee.

You have also right to have access to the names of the members of the selection committee appointed for the concerned selection procedure upon written request to be addressed to the e-mail address indicated above.

### What personal information do we collect and for what purpose?

The categories of personal data dealt with during any recruitment procedure at the EMCDDA are the following:

- Data to identify and contact the applicant: family name, name, date of birth, gender, nationality, private address, e-mail address
- Data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice (CV in European format, motivation letter, and if a contract is offered, supporting documents). Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.
- Information to applicants to let them know how the procedure is progressing.

It is compulsory for applicants to answer all questions contained in the application form and to fill in all fields requested in the CV in European format. Failure to comply with the mentioned obligation may result in the disqualification of the applicant from the concerned selection procedure.

The legal basis for processing data are the Staff regulations and the conditions of employment of other servants of the European Communities laid down by Council Regulation (EEC, EURATOM, ECSC) No. 259/68 and the Guidelines on recruitment at the EMCDDA as approved by the Director on 13 June 2014.

The data processed is used possibly for the drawing up of a reserve list with the aim to recruit personnel (i.e. officials, temporary agents, contractual agents) with the highest standard of ability, efficiency and integrity. As indicated in the vacancy notice, the drawn reserve list for recruitment purpose is subject to be used for appointment in similar positions.

### How long do we keep your data?

Data will be stored in the EMCDDA's files as follows:

Data regarding recruited applicants will be kept for ten years as of termination of employment or as of the last pension payment.

Data concerning non-recruited applicants will be kept for two years from the date the data subject became aware of the result of the recruitment procedure (i.e. from the date of publication in the EMCDDA Web page that the procedure was closed, or the date in which the applicant has received the information letter).



Data of non-recruited applicants but successfully placed in the reserve list for appointment will be kept for seven years after the budgetary discharge.

After the above-mentioned periods, only data needed to provide overall statistics on the exercise (number of eligible and non-eligible applications, total number of applications, etc.) will be kept for statistical reasons. These statistics are not subject to Regulation 45/2001 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.

#### Recourse

You have the right to recourse via the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation 45/2001 have been infringed as a result of the processing of your personal data by the EMCDDA.

You may also contact the EMCDDA's DPO in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: [dpo@emcdda.europa.eu](mailto:dpo@emcdda.europa.eu)