



Guidelines on recruitment at the EMCDDA

1. Introduction and scope of the present Guidelines

The present paper provides guidelines to the members of Selection Committees to help them carry out their tasks during recruitment procedures at the EMCDDA.

2. Legal framework¹

The legal framework for recruitment of temporary staff at EMCDDA is to be found in Title II 'Temporary staff' in the Conditions of employment of other servants of the European Communities (CEOS) that governs the general conditions, rights and obligations as well as the specific conditions of recruitment of temporary staff. Furthermore, Title IV 'Contract staff' in the CEOS governs the general conditions, rights and obligations as well as the specific conditions when recruiting contract staff.

Title III 'Career of officials' in the Staff Regulations sets out the rules applicable to officials. Conditions governing the appointment of officials are set out in Articles 27 and 28. The additional provisions for recruitment of officials are Articles 29, 30 and Annex III to the Staff Regulations.

Although the rules applicable to officials do not apply directly to temporary agents, the EMCDDA considers it appropriate that recruitment procedures for temporary agents follow these provisions, as and when applicable.

In particular, the following Articles of both the Staff Regulations (SR) and the CEOS apply to recruitment at the EMCDDA:

'Article 5 (SR)

1. The posts covered by the Staff Regulations shall be classified, according to the nature and importance of the duties to which they relate, in an administrators' function group (hereinafter 'AD') and an assistants' function group (hereinafter 'AST').
2. Function group AD shall comprise twelve grades, corresponding to administrative, advisory, linguistic and scientific duties. Function group AST shall comprise eleven grades, corresponding to executive, technical and clerical duties.
3. Appointment shall require at least
 - (a) in function group AST:
 - (i) a level of post-secondary education attested by a diploma, or
 - (ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or

¹ Staff regulations and conditions of employment of other servants of the European Communities, laid down by Council Regulation (EEC, EURATOM, ECSC) No. 259/68 as last amended by Council Regulation (EC, EURATOM, EC) No. 1558/2007 of 17 December 2007.

- (iii) where justified in the interests of the service, professional training or professional experience of an equivalent level.
 - (b) in function group AD for grades 5 and 6:
 - (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or
 - (ii) where justified in the interest of the service, professional training of an equivalent level.
 - (c) in function group AD for grades 7 to 16:
 - (i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
 - (ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
 - (iii) where justified in the interests of the service, professional training of an equivalent level.
4. A table showing types of posts is given in Annex I, point A. By reference to this table, each institution shall define the duties and powers attached to each type of post after consulting the Staff Regulations Committee.
5. Identical conditions of recruitment and service career shall apply to all officials belonging to the same function group.'

'Article 28 (SR)

An official may be appointed only on condition that:

- (a) he is a national of one of the Member States of the Communities, unless an exception is authorised by the Appointing Authority, and enjoys his full rights as a citizen;
- (b) he has fulfilled any obligations imposed on him by the laws concerning military service;
- (c) he produces the appropriate character references as to his suitability for the performance of his duties;
- (d) he has, subject to Article 29(2), passed a competition based on either qualifications or tests, or both qualifications and tests, as provided for in Annex III;
- (e) he is physically fit to perform his duties; and
- (f) he produces evidence of a thorough knowledge of one of the languages of the Communities and of a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his duties.'

'Article 10 (CEOS)

Articles 1d, 1e, 5(1), (2), (3) and (4), and Article 7 of the Staff Regulations shall apply by analogy.

The grade and step at which temporary staff are engaged shall be stated in their contract.

Assignment of temporary staff to a post carrying a higher grade than that at which they were engaged shall be recorded in an agreement supplementary to their contract of service.

Title VIII of the Staff Regulations shall apply by analogy to temporary staff paid from appropriations for research and investment in the general budget of the European Union. Title VIIIa of the Staff Regulations shall apply by analogy to temporary staff serving in a third country.'

'Article 12 (CEOS)

1. The engagement of temporary staff shall be directed to securing for the institution the services of persons of the highest standard of ability, efficiency and integrity, recruited on the broadest possible geographical basis from among nationals of Member States of the Communities.

Temporary staff shall be selected without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation.

2. A member of the temporary staff may be engaged only on condition that:

- (a) he is a national of one of the Member States of the Communities, unless an exception is authorized by the authority referred to in the first paragraph of Article 6, and enjoys his full rights as a citizen;
 - (b) he has fulfilled any obligations imposed on him by the laws concerning military service;
 - (c) he produces the appropriate character references as to his suitability for the performance of his duties;
 - (d) he is physically fit to perform his duties; and
 - (e) he produces evidence of a thorough knowledge of one of the languages of the Communities and of a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his duties.
3. The European Communities Personnel Selection Office (hereinafter 'the Office') shall, at their request, provide assistance to the different institutions with a view to the selection of temporary staff, in particular by defining the contents of the tests and organising the selection procedures. The Office shall ensure the transparency of selection procedures for temporary staff engaged under Article 2 (a), (b) and (d).
4. At the request of an institution the Office shall, in selection procedures organised for the engagement of temporary staff, ensure the application of the same standards as for the selection of officials.
5. Each institution shall adopt general provisions on the procedures for recruitment of temporary staff in accordance with Article 110 of the Staff Regulations, as necessary.'

'Article 82 (CEOS)

1. Contract staff shall be selected on the broadest possible geographical basis from among nationals of Member States and without distinction as to racial or ethnic origin, political, philosophical or religious beliefs, age or disability, gender or sexual orientation and without reference to their marital status or family situation.
2. Recruitment as a member of the contract staff shall require at least:
- (a) in function group I, successful completion of compulsory education;
 - (b) in function groups II and III:
 - (i) a level of post-secondary education attested by a diploma, or
 - (ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
 - (iii) where justified in the interest of the service, professional training or professional experience of an equivalent level;
 - (c) in function group IV:
 - (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or
 - (ii) where justified in the interest of the service, professional training of an equivalent level.
3. A member of the contract staff may be engaged only on condition that he:
- (a) is a national of one of the Member States, unless an exception is authorised by the authority referred to in the first paragraph of Article 6, and enjoys his full rights as a citizen;
 - (b) has fulfilled any obligations imposed on him by the laws concerning military service;
 - (c) produces the appropriate character references as to his suitability for the performance of his duties;
 - (d) is physically fit to perform his duties; and
 - (e) produces evidence of a thorough knowledge of one of the languages of the Community and of a satisfactory knowledge of another language of the Community to the extent necessary for the performance of his duties.
4. In the initial contract, the authority referred to in the first paragraph of Article 6 may waive the requirement that the person concerned should produce documentary evidence that he fulfils the conditions in points (a), (b) and (c) of paragraphs 2 and 3 where his engagement is for not more than three months.

5. The European Communities Personnel Selection Office shall, at their request, provide assistance to the different institutions with a view to the selection of contract staff, in particular by defining the contents of the tests and organising the selection procedures. The Office shall ensure the transparency of selection procedures for contract staff.

6. Each institution shall adopt general provisions on the procedures for engagement of contract staff in accordance with Article 110 of the Staff Regulations, as necessary.'

Furthermore, the EMCDDA 'Equal opportunities policy' as approved by the Director on 16 September 2007 is applicable to every recruitment procedure to be carried out by the EMCDDA.

3. The vacancy notice / call for selection

The vacancy notice shall set out eligibility and selection requirements, indicating type and duration of contract and recruitment grade. The Human resources Management Sector (HRMS) prepares the first draft by checking its compliance with current recruitment rules in terms of conditions for the submission of applications and eligibility criteria. The head of unit concerned is then consulted for input on detailed content. The Director adopts the vacancy notice to be published.

The HRMS will check that all input received is properly included in the vacancy notice, that all rules have been respected and formats the document for publication. The finalised document must be approved by the Appointing Authority, who signs it. The HRMS will publish the vacancy notice in the usual channels of publication, namely, on the EMCDDA website, on the EPSO website, by means of a communication to all other EU Institutions and Agencies, in all EMCDDA Focal Points of the Reitox network, through all members of the EMCDDA Management Board and Scientific Committee and, where appropriate, via advertisements in the local and specialised press or web pages (e.g. European Agenda Web site).

According to EU practice, the vacancy notice shall remain open for at least one month.

Requirements included in the vacancy notice must be easy to assess during the recruitment process. Requirements which are too vague or very difficult to assess should be avoided. While drafting the vacancy notice, the persons involved shall bear in mind the way in which each requirement can be evaluated in practice.

The vacancy notice shall state under the chapter 'Selection procedure' that only applicants obtaining at least 60% of the total points available to rank their compliance with the selection criteria will be invited for interview. Furthermore, the vacancy notice shall state the maximum number of applicants the Selection Committee will invite for interview. By default, the maximum number of invitees for interview shall be ten (10). The ceiling chosen each time will depend on the expected number of applications. Posts requiring general or less specialised skills tend to attract more applicants than more specialised posts. For example, secretarial posts usually attract far more applications than scientific posts. The Appointing Authority might wish to bear this in mind and, if necessary, deviate from the maximum ceiling of 10 applicants to be invited for interview.

A ceiling shall be set under the chapter 'Reserve list and recruitment'. The vacancy notice shall indicate the number of points available for assessing each candidate's compliance with the selection requirements, along with the percentage a candidate must obtain in order to be considered suitable for inclusion in the reserve list for recruitment. The Selection Committee will then propose this list to the

Appointing Authority for approval. To feature in a reserve list, applicants should reach at least 70% of the points available for evaluation after passing the interview and a test.

According to the 'Good practice guidelines regarding disclosure of the names of selection board members' issued by the European Ombudsman in May 2014, the vacancy notice will include the names of the members of the Selection Committee who will be informed of this prior to their appointment. In case a prospective member of the Selective Committee objects to the disclosure of his/her name in the way mentioned above, the invitation to sit in the Committee shall be withdrawn.

4. The Selection Committee

The members of the Selection Committee are nominated by the Appointing Authority (for temporary and contract agents, the person authorised to conclude contracts on behalf of the EMCDDA). The appointment is formalised by the Director. The Selection Committee shall consist of at least three members and include among them one from the relevant unit/service and one person designated by the Staff Committee. From among the members, the Appointing Authority nominates a chairperson who shall not be the member from the relevant unit/service. The Selection Committee shall be appointed by taking into account gender balance and broad geographical representation. External members may also be invited, should specific expertise be needed to properly carry out the selection process.

The HRMS is in charge of ensuring permanent assistance and supervision of the respect of the current rules throughout the whole procedure. The HRMS is in charge as well of making all the necessary preparatory work in order to enable the Selection Committee to perform its tasks (publication of the vacancy notice, registration of incoming applications, arrangement of meetings, preparation of draft minutes of all of the Committee's meetings, etc.).

The main task of the Selection Committee is to assess the applicants in order to determine their suitability for the position advertised. As a result of their work, if appropriate, they shall propose a reserve list of suitable applicants to the Appointing Authority. They might also recommend appointment/recruitment of the best ranked candidate and/or list applicants in order of merit or in alphabetical order (recommended). Nonetheless, this possibility does not limit or jeopardize the decision making power of the Appointing Authority.

a. Principles which should guide the work of the Selection Committee

The following principles shall guide the Selection Committee:

- Transparency of procedures, in accordance with those set out in the Staff Regulations;
- Uniform and strict assessment of the eligibility and suitability of candidates in compliance with the requirements stated in the vacancy notice;
- Equal treatment of all candidates which includes, among others:
 - Equal treatment of male and female applicants;
 - Proper consideration of differences between educational systems;
 - Mutual recognition of degrees, and

- An exact and clear understanding of the intrinsic value of professional experience.
- No discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, disability, age or sexual orientation is permitted. No discrimination based on language is allowed.

The vacancy notice is the reference which the Selection Committee must use to ensure consistency and impartiality in all aspects of the selection process.

The main responsibility of the members of the Selection Committee is to carry out a substantial evaluation. Each applicant must be evaluated in accordance with the requirements outlined in the vacancy notice and then marked according to the grading used in the evaluation form for assessment as provided by the HRMS. Each member of the Selection Committee must analyse if the applicant possesses the assets and requirements mentioned in the vacancy notice and calculate their final total score. Each evaluation shall be dated and signed by the members of the Selection Committee. If during the evaluation, or at any stage of the procedure, a member of the Selection Committee discovers that a candidate does not meet one or more of the formal, general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, she/he must inform the HRMS and the applicant shall be immediately disqualified.

b. Confidentiality

The work and deliberations of the Selection Committee are strictly confidential and may not be disclosed to anyone. Applicants are aware of this fact. It is forbidden for applicants or any party acting on their behalf to make direct or indirect contact with the Selection Committee. All enquiries or requests for information or documentation in relation to the selection procedure should be addressed to the HRMS. The members of the Selection Committee are requested to take note of this essential detail. It is the responsibility of each member of the Selection Committee to act in total respect of the principle of confidentiality. In line with Article 7(3) of Regulation (EC) 45/2001, all recipients of data regarding a selection procedure are reminded of the obligation not to use the data received for any other purpose than the one for which they were transmitted.

Applicants shall be granted access to all his/her personal data processed within a particular selection procedure. In particular, data subjects should be given access to their evaluation results from all stages of the selection procedure (pre-selection, interview and written tests), unless the exception of Article 20(1)(c) of Regulation (EC) 45/2001 as further specified in Article 6 of Annex III to the Staff regulations can be applied in the particular case. This exception may imply that access should not be granted nor to the comparative data concerning other applicants (comparative results), neither to the individual opinions of the members of the Selection Committee. In order to exercise their rights, applicants shall contact the contact persons indicated in the concerned vacancy notice.

c. Conflict of interest

To ensure transparency and objectivity, the Selection Committee must inform the HRMS unit in writing if there could be a conflict of interest, or if there could be deemed to be a conflict of interest with respect to the assessments of any of the candidates submitted to the Selection Committee for evaluation. For this purpose, each member of the Selection Committee shall fill in the declaration of absence of conflict of interest form as provided by the HRMS.

Please note that in order for a conflict of interest to exist, either the member of the Selection Committee or any member of his/her immediate family shall have interests (pecuniary or otherwise) which could reasonably be construed as having any influence on the proper and objective performance of his/her duties in relation to the evaluation of applications submitted in response to a recruitment procedure carried out by the EMCDDA (i.e. the member of the Selection Committee must know the applicant on a personal level, professional knowledge of the applicant is not a reason to declare a conflict of interest).

Each member of the Selection Committee who is aware of a possible case of conflict of interest shall immediately inform the HRMS in writing by stating the kind of relationship he/she has with the person concerned. Once information is received, the HRMS will inform the Appointing Authority of the potential conflict of interest and he may take any action considered appropriate in the interests of preserving the transparency and objectivity of the selection procedure.

5. The selection phase

a. Selection on files (pre-selection)

The selection on files or pre-selection is the phase during which the Selection Committee shall assess, on the basis of each application file received, that candidates meet the requirements set for admission, eligibility and selection. The HRMS assists the Selection Committee by carrying-out the preparatory work for this task. The HRMS prepares a table where each requirement from the vacancy notice is listed. The HRMS also checks if candidates meet the conditions for submission of applications and eligibility requirements. **This preparatory work is presented to the Selection Committee who is ultimately responsible for validating the information provided.**

i. Conditions for submission of applications

Each applicant must fulfil all of the conditions for submission of applications as indicated in the vacancy notice. Any application which does not comply with one of these conditions must be excluded from the next step of the procedure (= be considered not admissible). There shall be no flexibility in the analysis of the conditions for submission of applications or any exceptions to the current rules.

The conditions for submission of applications are the following:

- Inclusion of motivation in English or French in the appropriate space dedicated to this purpose, CV in English or French in the E-recruitment format, an application form duly filled in English or French; it is compulsory for applicants to answer all items requested both in the CV and the application form. Failure to comply with this requirement might lead to the disqualification of the applicant;
- Compliance with the closing date for applications;

ii. Eligibility requirements

In accordance with Articles 5 and 28 of the Staff Regulations for officials, Articles 10 and 12 of CEOS for temporary agents and Article 82 of CEOS for contract agents, requirements are:

- Compliance with minimum level of education;
- Be a national of one of the European Union Member States or a country that has signed an agreement with the European Union on its participation in the work of the EMCDDA which foresees that the respective nationals may be engaged under contract of employment by the EMCDDA;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the required duties (for instance, a certificate of good conduct issued by the police of the country of the applicant concerned);
- Be physically fit to perform her/his duties;
- Demonstrate thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties;
- Be an official of the EU institutions or Agencies in the grade covered by the vacancy notice (only for transfers pursuant Article 29 of Staff Regulations).

Any application which does not comply with one of these requirements must be excluded from the next step of the procedure (= be considered ineligible).

iii. Requirements to be considered essential for selection

Criteria cannot be added or removed during the selection procedure once it has been set in a vacancy notice. Every criteria must be assessed by each member of the Selection Committee. Criteria cannot be merged. Compliance with these requirements is essential and great importance shall be given to the marking of each criteria. Points from 0 to 10 are awarded, as a general rule, for each criteria to reflect how each applicant meets the set requirements. In exceptional cases, the appointing authority may decide to award a different number of point to specific criteria that are of particular importance for the post advertised. In this case, this shall be made clear in the concerned vacancy notice.

iv. Requirements to be considered advantageous/assets for selection

Meeting these requirements should be considered as an asset. The lack of compliance does not entail exclusion from the next step of the process. Marking from 0 to 5 points is used, to reflect the lower importance of these requirements.

Evaluation forms for the pre-selection phase/selection on files indicating the requirements as set in the vacancy notice will be provided by the HRMS. Each member of the Selection Committee must complete and sign all forms. The summary of all of the results will be prepared by the HRMS and signed by all members of the Selection Committee. Minutes recording the works of the Selection Committee for the selection on file/pre-selection will be drafted, dated and signed by the members of the Selection Committee. The result of this phase will be a list of applicants invited for interview, this is to say, the applicants who have reached the level of 60% of the total points available to rank their compliance with the selection criteria and that are within the first 10 applicants of the list (or any other number set in the vacancy notice).

b. Interviews and tests

Whenever possible, interviews shall take place over one day, or a series of days. Should applicants not be able to participate in the interview on a given day, the date for interviews should not be changed and the applicant is to be informed accordingly by the HRMS. Because of equality of treatment among applicants and by analogy to the same principle applicable to EU competitions, no exceptions to this principle should be granted.

The applicants will be asked general questions on the EMCDDA and the EU, as well as specific questions relating to the post, their educational background, professional and working experience, capacities and abilities and any other relevant matter that could be in support of the application. Finally, the candidate should be given the opportunity to ask any questions they may have. Any questions on working conditions, relocation, salaries or any other HR issue should be redirected to the HRMS at the EMCDDA.

The chairperson of the Selection Committee takes care that a common structure for all interviews for a given recruitment procedure is decided upon and respected. The Chairperson ensures that the time allocated for interviews is the same for each applicant and that timing for interviews is respected. The chairperson also ensures that the members of the Selection Committee agree to a series of common questions for interview and that, as a matter of principle, the same main questions are put to all applicants. It is the duty of the chairperson to make the applicants feel comfortable allowing them to perform to the best of their ability and to make sure that all necessary formal procedures are respected.

Written tests are compulsory for each staff selection procedure at the EMCDDA. The members of the Selection Committee will have to decide on the content of written tests before receiving any information on the submitted applications. HRMS will only circulate information on the applications to the members of the Selection Committee upon receipt of confirmation from the Chairperson that the written test was prepared and it is in his/her custody. The responsible person for coordinating the preparation of the written test is the Chairperson of the Selection Committee. The test will bear relation to the nature of the duties to be performed and reflect the information provided in the published vacancy notice.

In order to ensure absolute respect of the principle of confidentiality and discretion, the questions for the interview and the test are to be under the custody of the Chairperson of the Selection Committee and only sent to the HRMS just before the interviews and tests start.

The members of the Selection Committee shall fill-in and sign an evaluation form to be provided by the HRMS for the assessment of the candidates on the basis of the interviews and the tests. The written tests are carried out and corrected in such a way as to ensure that the identification of the applicants remains anonymous.

The work and final deliberations of the Selection Committee shall be recorded in minutes to be forwarded to the Appointing Authority of the EMCDDA.

The analysis and assessment of each criteria set in the vacancy notice is compulsory during the selection phase.

6. Deliberation of the Selection Committee

The Selection Committee must always be aware that its deliberations on the result of the selection of candidates, either positive or negative, constitutes 'an administrative action/decision'. Such action/decision may be questioned via a request for revision, or a complaint in front of the ECJ or the European Ombudsman.

The HRMS will schedule the meetings and the venue on behalf of the Chairperson of the Selection Committee and will inform the members of the Selection Committee accordingly.

The HRMS, together with the Chairperson of the Selection Committee ensures that the necessary deliberations are taken and provides the members of the Selection Committee with all relevant information with regards to the selection procedure.

The outcome of all meetings of the Selection Committee shall be properly recorded in minutes to be signed by all members of the Selection Committee.

The deliberation of the Selection Committee concerning the result of the selection process shall be recorded in writing and included in the last minutes, signed by all members of the Selection Committee and addressed to the Appointing Authority.

This deliberation shall include the list of the names of the applicants who have been considered by the Selection Committee as possessing the potential to be operational as to perform at the level of the highest standard of ability, efficiency and integrity and therefore declared suitable to occupy the position advertised.

7. Reserve list of candidates for recruitment purposes

On the basis of the results of the work of the Selection Committee and the proposal of the Selection Committee reflecting the best suitable candidates selected, the Appointing Authority may establish a reserve list for recruitment and may appoint candidates from the list. Only an applicant who has reached 70% of the marking points available for the interview and test can be included in the reserve list for appointment. Appointing applicants from a reserve list is at the full discretion of the Appointing Authority who evaluates and decides who is considered the most suitable applicant for the post in question. The duration of the reserve list is set by the vacancy notice and may be extended by decision of the Appointing Authority.

As indicated in the vacancy notice, the drawn reserve list for recruitment purpose is subject to be used for appointment in similar positions.

8. Filing

The HRMS is in charge of ensuring the filing of all the documents relating to the selection process.

9. 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 Controller² 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). 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 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

² 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 [...]'].

- 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) 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

Done and approved in Lisbon, on 22.01...... 2015.

Wolfgang Götz
Director