

Record of processing activity

Roster of independent Junior/Senior Non-Key experts (SCOPE pool of experts)

1	Last update of this record	24/08/2026
2	Reference number	SCOPE-01
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France Responsible department or role: SCOPE Team Leader Email address for enquiries on processing of personal data to be preferably used: scope-admin@iss.europa.eu
4	Contact details of the DPO	https://www.iss.europa.eu/contact
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Not applicable
7	Description and purpose of the processing	Processing of personal data in view of establishing a roster of independent experts to provide professional services in specialised fields. Experts may be contracted on a short-term basis to provide support to the SCOPE project implemented by the EUISS.

		Purpose of the processing operation: To select and contract the above categories of staff; to manage the pool of experts for relevant selection procedures; to check and update the use of the pool of experts when applicable. Legal basis of the processing operation: - the COUNCIL DECISION 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies - the EUISS Staff Regulations (Council Decision 2016/1182/CFSP of 18 July 2016 concerning the Staff Regulations of the European Union Institute for Security Studies);
8	Description of categories of persons whose data the EUISS processes and list of data	All candidates submitting an application in response to the open call for establishment of a pool of experts for the SCOPE project at the EUISS following the publication of the call. The call for experts is published on the EUISS website. Data processed: - Data allowing the candidate to be identified, i.e. surname, first name; - Data allowing communication: e-mail address; - Data linked to eligibility and selection criteria such as nationality, mastering of languages or specific skills or software; - Data on the profile of the applicants that are relevant for the selection procedure (CV, motivation letter, application checklist, references);
9	Time limit for keeping the data	Data are kept until the finalisation of the SCOPE project (September 2028)
10	Recipients of the data	The SCOPE team of Key Experts The EUISS Head of People and Organisation

11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12	General description of security measures	Submission of applications to vacancies is done electronically via email. The EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	