

EUISS record of processing activity

Selection of personnel

(contract staff, temporary staff, seconded experts, trainees)

1	Last update of this record	05/10/2020
2	Reference number	ADM-6
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30 Responsible department or role: Head of Administration and Personnel of the EUISS Contact form for enquiries on processing of personal data to be preferably used: https://www.iss.europa.eu/contact
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 possible employment with the EUISS following an appropriate selection procedure for various staff categories, namely: - Contract Staff (CS); - Temporary Staff (TS); - Seconded Experts (SE); - Trainees. To select and recruit the above categories of staff; to manage

		<p>applications at the various stages of these selections; to manage and check the use of reserve lists when applicable.</p> <p>The legal basis of the processing operation are:</p> <ul style="list-style-type: none"> - 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); - the EUISS Decision 32 of 5 October 2018 concerning the EUISS recruitment procedure; - the EUISS Decision 31 of 5 October 2018 concerning the implementing rules on the conditions of employment of temporary staff; - the EUISS Board Decision D01/2015 of 13 May 2015 concerning the rules applicable to national and EU experts on secondment to the EUISS; - the Rules governing the traineeship programme at the EUISS (Decision EUISS(2020)/DEC/06).
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>All candidates submitting an application for a position of CS, TS, SE or Trainee at the EUISS following the publication of a vacancy notice. All vacancy notices are published on the EUISS website.</p> <p>Data processed:</p> <ul style="list-style-type: none"> - 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, education and employment record); - If applicable, results of written tests; - Financial information (Financial Identification Form) and supporting documents such as tickets, boarding passes, invoices etc. for those invited for an interview in person and having the right to be reimbursed their travel expenses).

9	Time limit for keeping the data	<p>Data are kept for two years after the notification of the outcome of the application (deadline for lodging possible complaints).</p> <p>When a reserve list of suitable candidates is created, the data is kept for the duration of validity of the list.</p> <p>When needed, the Financial Identification Form together with the records regarding reimbursement of expenses are kept for seven years.</p>
10	Recipients of the data	<p>the Head Administration and Personnel, the HR Coordinator, all members of the selection panels;</p> <p>the Assistant of the Director for organisational purposes only;</p> <p>The Financial Officer and the Financial Clerk (exclusively data used for the purpose of reimbursement of travel costs related to interviews).</p>
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	<p>Submission of applications to vacancies is done electronically via the online application system hosted by the EUISS. 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.</p> <p>Members of selection panels are appointed by written decision of the Director. No access to the application files can be granted before this decision is taken.</p>

13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Additional information is available by following the link to privacy statement here (link to privacy statement).
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