

PART



Record of processing activity No 7 – Recruitment of TAs, CAs, SNEs and Trainees

Title	Recruitment of TAs, CAs, SNEs and Trainees
Name and contact details of controller	ECCC, HR Unit, hr [at] eccc.europa.eu
Name and contact details of DPO	data-protection [at] eccc.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	<ul style="list-style-type: none"> • Microsoft Ireland operations Ltd for the provision of M365 service, acquired by the ECCC under DIGIT-073-00 SLA, used for receiving applications and relevant documents, conducting interviews and tests and facilitating communication of candidates with the ECCC. • CAMMIO B.V. conducting pre-recorded video interviews for the shortlisting of candidates under a contract with ECCC. A specific Data Processing Agreement forms part of the contract. • Testreach offering an application for on-line written assessments for the selection of candidates under a contract with ECCC. A specific Data Processing Agreement forms part of the contract. • EC PMO offering the Advanced Gateway to your Meetings platform, used to exchange documents with candidates.
Purpose of the processing	<p>The purpose of the processing activity is to:</p> <ul style="list-style-type: none"> • Manage recruitment procedures, including receiving and assessing applications, conducting pre-recorded interviews, interviews and written tests in view of filling vacant posts and establishing reserve lists for potential future recruitments; • Facilitate communication between the selection panel, HR staff, and applicants; • Ensure transparency and fairness in the selection process in line with applicable rules and regulations; • Maintain records of recruitment procedures for reporting, audit, and compliance purposes and for the management of any subsequent legal challenge to the recruitment process.
Description of data subjects	Interested candidates, internal or external, that submit an application as a response to a vacancy notice published by the ECCC
Description of data categories	<p>The following types and categories of personal data are being processed as part of the recruitment procedures:</p> <p>a) Applicant Data (for all candidates submitting applications):</p>

	<ul style="list-style-type: none"> • Personal identification data (e.g., name, date of birth, nationality, contact details such as email address and phone number); • Application documents (e.g., CV, cover letter, diplomas, certificates, reference letters); • Professional experience and qualifications (e.g., employment history, education, skills, language(s) proficiency); • Any other information provided by the applicants to allow verification of fulfilment of the eligibility and selection criteria laid down in the vacancy notice (including information relevant to military service and criminal records); • Information and material (e.g. video) related to interviews conducted at ECCC or remotely via the pre-recorded video application or videoconferencing platform used by ECCC, as well as written tests administered by ECCC or through the external service used by the ECCC; • Assessment results (e.g., written tests, interview evaluations, scores, panel comments); • Communications with the selection panel and HR (e.g., emails, interview scheduling, feedback). • Information related to pre-medical visits for recruited candidates (e.g., fit to work medical certificate). <p>b) Service-Generated Data:</p> <ul style="list-style-type: none"> • Technical and connection data (e.g., IP address, device identifiers, logs of access to internal or external recruitment platforms or HR systems); • System logs and usage data for troubleshooting recruitment platform issues. <p>c) Technical Support Data:</p> <ul style="list-style-type: none"> • Information shared when reporting technical issues related to the application process (e.g., email exchanges, screenshots, log files). <p>d) Administrative Data:</p> <ul style="list-style-type: none"> • Records of candidate status, eligibility, and participation in recruitment procedures; • Legal and contractual documentation related to recruitment decisions (e.g., selection reports, reserve lists). • Information related to support claims for the reimbursement of travel costs for interview or medical visits. • PMO forms to allow the establishment of the recruited staff's entitlements under the Staff Regulation and CEOS.
<p>Time limits (for the erasure of data)</p>	<ul style="list-style-type: none"> • For recruited applicants (Temporary Agents, Contract Agents and SNEs): data is stored in their personal file as per Article 26 of the Staff Regulations and the data is retained for a period of up to 10 years after the termination of employment or the last pension payment.

	<ul style="list-style-type: none"> • For applicants placed on the reserve list and not recruited (Temporary Agents, Contract Agents and SNEs): the retention period for data relating to the "reserve lists for appointment" is to be determined in terms of the validity and the actual extension of the respective reserve lists • For non-recruited candidates (Temporary Agents, Contract Agents and SNEs): the data is retained for a period of maximum of 2 years following the completion of the recruitment process. • For non-recruited trainees: the data is kept for one year from the closure of the call • For recruited trainees: the data will be retained for no longer than five years following the completion of the traineeship program. • Once the above 5 years period is completed, only the data necessary for providing a copy of the trainee certificate e.g. information on the duration of the traineeship, the department to which the trainee was assigned, the name of supervisor and the nature of work performed will be stored. • For non-recruited trainees: the data is kept for 1 year from the closure of the call. • M365 Service-generated Data: up to 180 days from collection.
Data recipients	<ul style="list-style-type: none"> • HR staff and selection panel members involved in the recruitment process have access to personal data such as application documents, assessment results, and communication records. Access is granted strictly for the purpose of evaluating candidates and managing the selection process. • ECCC contractors involved in different stages of the selection process (data processors) may also have access, in line with the scope of the processing they perform. • IT system administrators may access personal data for system operation, maintenance, troubleshooting, or security investigations. Access is limited to what is necessary for these purposes. • Supervisory and audit bodies (where applicable) may receive personal data for compliance, reporting, or dispute resolution purposes. • Bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office – OLAF).
Transfers to third countries	No transfers outside EU/EEA are foreseen. M365 is part of Microsoft EU Data Boundary program and datacentres within EU are used.
Security measures – General description	General security policy and technical/organisational measures applicable to ECCC's IT systems and ECCC's website.
Privacy statement	A privacy notice is available within each vacancy notice