



Privacy Statement on personal data protection for recruitment at the EMCDDA - E-recruitment

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 European Union 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 Controller¹ of the data is the Head of the Administration. In order to contact the controller please do it in writing to the following e-mail address: EMCDDA-HR@emcdda.europa.eu.

The purpose of the processing is exclusively within the recruitment of staff at the EMCDDA and it 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. Recruitment may take place via an internal call for expression of interest within the Agency, via a publication restricted to EU Agencies and decentralized bodies, or via an external selection procedure.

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 board appointed by the Director, the members of the EMCDDA finance management sector and the accountant (for reimbursement purposes) 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 of the Ombudsman, the staff of the EMCDDA legal service, etc.). In cases where placed upon the reserve list of successful candidates, also the EMCDDA Heads of unit in order to be able to offer a post.

In the case of a recruitment taking place amongst EU Agencies, the Agency of origin of the concerned agent shall transfer the personal file to the new Agency no later than 30 days after the date of the move of the agent.

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

Transfer of data to third parties

In the case of transfer of your data to third parties, the latter are called their attention to the respect of the principle that data must be processed in strict confidentiality and exclusively for the purpose for which it was submitted.

¹ 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 [...]'].



In the case of a recruitment taking place amongst EU Agencies, the Agency of origin of the concerned agent shall transfer the personal file to the new Agency no later than 30 days after the date of the move of the agent.

How do we protect and safeguard your information?

The data collected during the EMCDDA's recruitment procedures through the online recruitment tool is stored in an electronic database on designated EMCDDA equipment. The EMCDDA employs state-of-the-art techniques to protect electronic data against intrusion, tampering and any unauthorised access.

Where EMCDDA internal processes require printing of electronic data from recruitment applications, print-outs are safely 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 at any time and to rectify any inaccurate or incomplete personal data, before the deadline for submission of applications elapses, by accessing the EMCDDA's online recruitment tool. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. Therefore, after the closing date for submission of applications rectification of data related to the eligibility and selection criteria is not possible. You also have the right to require the Controller to erase data if the processing is unlawful. Furthermore, you are free to address the European Data Protection Supervisor at any time.

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 following e-mail address: EMCDDA-HR@emcdda.europa.eu. 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.

What personal information do we collect?

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

- Identification details: personal data allowing the identification of the applicant i.e. family name, name, date of birth, gender, nationality and e-mail address.
- Information provided by the applicant to allow for the practical organisation of pre-selection and other tests/interviews, i.e. private address, telephone, fax and any disability.
- Selection criteria information: data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice, e.g. citizenship, knowledge of languages, degree (year awarded), title, name of the awarding body, professional experience (CV and application form).



- Information provided by the applicant to support claims for the reimbursement of travel expenses for interview or medical visits (if offered a contract of employment), i.e. passport details and bank account details, and documents to support other claims to which the applicant might be entitled to during the selection or recruitment process.
- Results of the pre-selection, written and oral tests to guarantee the transparency of the procedure.
- Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.
- At the stage of the recruitment: commitments from the applicant to adhere to any security checks and other related details; original documents provided by the candidate to support the information given during the selection procedure.

It is compulsory for applicants to answer all questions contained in the online recruitment tool, otherwise, they will not be able to complete the application for a given vacancy and, therefore, it will not be considered.

Legal basis for the processing of data

The processing of data is necessary for the performance of tasks carried out in the public interest on the basis of the Treaty on the functioning of the European Union (recruitment of personnel) and the legal basis for the processing are:

- The Staff regulations of officials of the European Union and the Conditions of employment of other servants of the European Union as laid down by Council Regulation (EEC, EURATOM, ECSC) No. 259/68.
- The Council Regulation (EEC) 1920/2006 of 12 December 2006, on the European Monitoring Centre for Drugs and Drug Addiction (recast).
- The Guidelines on recruitment at the EMCDDA as approved by the Director on 22 January 2015.
- Decision of the EMCDDA Management Board laying down the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union as regards decentralised agencies and joint undertakings.
- Decision of the Management Board of the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) on the general provisions on the procedures governing the engagement and the use of contract staff at the EMCDDA.
- The EMCDDA Equal opportunities policy as approved by the Director on 27 August 2012.

How long do we keep your data?

Electronic and, if applicable, printed 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 of non-recruited applicants but successfully placed in the reserve list for appointment will be kept for the validity of the reserve list or for seven years after the budgetary discharge, whichever is longer.

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).

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 45/200 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