

**EMCDDA Personal Data Protection Record on
SELECTION AND APPOINTMENT OF CONFIDENTIAL COUNSELLORS**

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	24-5-2019
2.	Reference number:	DPO-020
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	n.a.
6.	Name and contact details of processor (where applicable)	n.a.
7.	Purpose of the processing	The purpose of the processing is exclusively within the selection procedure for appointment of confidential counsellors at the EMCDDA.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	<p>The categories of personal data dealt with during any call for this EMCDDA record are the following:</p> <ul style="list-style-type: none"> • Identification details: family name, name, date of birth, gender, nationality, telephone, private address and e-mail address • Information provided by the applicant: CV and application form • Other personal data: N/A <p>Registration data to identify and contact the applicant:</p> <p><input type="checkbox"/> Data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice (CV and application form). Furthermore, the applicant may indicate any individual situation (special data) regarding eligibility criteria and any other information they would like to provide to support their application. In the case of spontaneous communication of sensitive data it is considered that the applicant has given express consent.</p> <p><input type="checkbox"/> Information to applicants to let them know how the procedure is progressing.</p>
9.	Time limit for keeping the data	Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows: <ul style="list-style-type: none"> • Data regarding appointed applicants non-appointed applicants will be kept for the period of time during which it is

		<p>possible to challenge the decision taken by the appointing authority.</p> <ul style="list-style-type: none"> – Data of non-appointed applicants but successfully placed in the list of staff suitable for appointment will be kept for a maximum of five years. <p>After the above-mentioned periods, no data will be kept for statistical reasons.</p>
10.	Recipients of the data	<p>The recipients of the data are: the appointing authority, in the capacity of ultimate responsible for human resources matters, the Human Resources designated staff dealing with the selection and appointment of confidential counsellors, the members of the selection board 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 of the Ombudsman, the staff of the EMCDDA legal service, etc.).</p> <p>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.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	NO
12.	General description of security measures, where possible.	<p>The data collected is stored in an electronic database on designated EMCDDA equipment. YES</p> <p>The data collected during the EMCDDA's selection procedures and appointment of confidential counsellors can only 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 for the concerned selection procedure.</p> <p>The data is stored on paper files in the Human Resources Management Sector's offices in locked cabinets. Any electronic data will be stored in password protected folder accessible exclusively to Human Resources staff..</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>http://home.emcdda.europa.eu/html.cfm/index216556EN.html</p>