

## EMCDDA Wardens

Nr.	Item	
<b>Header - versioning and reference numbers (recommendation: publicly available)</b>		
1.	Last update of this record	DEC/DIR/2014/06
2.	Reference number:	DPO-038
<b>Part 1 - Article 31 Record (recommendation: publicly available)</b>		
3.	Name and contact details of controller	Controller: EMCDDA, Praça Europa 1, Lisboa, Portugal Contact: Mr. Dante Storti, Head of Administration, EMCDDA security@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vazquez Molini, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	The purpose of the processing is exclusively within the recruitment of Wardens at the EMCDDA and it is used possibly for the drawing up of a reserve list with the aim to appoint Wardens (i.e. officials, temporary agents, contractual agents) with the highest standard of ability, efficiency and integrity. As indicated in the call of expression of interest, the drawn reserve list is subject to be used for appointment in similar positions.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	The categories of personal data dealt with during any call for expression of interest at the EMCDDA are the following: <ul style="list-style-type: none"> <li>• Identification details: personal data allowing the identification of the applicant, i.e. name, date of birth, gender, nationality and e-mail address.</li> <li>• Information provided by the applicant to allow for the practical organisation of pre-selection and other tests or interviews, i.e. private address, telephone number, fax number and details of any disability.</li> <li>• 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).</li> <li>• Results of the pre-selection, written and oral tests.</li> <li>• Any additional information provided by the applicant in support of their application.</li> <li>• 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.</li> </ul>
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"> <li>• Data regarding appointed applicants will be kept for two years as of termination of the appointment.</li> <li>• Data of non-appointed applicants who are placed on the reserve list for appointment will be kept for the validity of the</li> </ul>

		<p>reserve list.</p> <p>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.</p>
10.	Recipients of the data	The recipients of the data are: the appointing authority, the Human Resources staff dealing with holiday allocation, the Security Officer and the observer to the selection procedure appointed by the staff committee.
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.	The data collected during the EMCDDA's call for expression of interest is stored in an electronic database on designated EMCDDA equipment.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<a href="http://home.emcdda.europa.eu/attachements.cfm/att_229040_EN_Privacy%20statement%20for%20Wardens.pdf">http://home.emcdda.europa.eu/attachements.cfm/att_229040_EN_Privacy%20statement%20for%20Wardens.pdf</a>