



Privacy statement: Personal data protection for prospective EMCDDA wardens

Any data collected on or information provided by applicants during a call for expression of interest 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 information contained in this statement.

The controller¹ of the data is the Head of the Administration unit. You may contact the controller in writing at the following e-mail address: EMCDDA-HR@emcdda.europa.eu.

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.

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 holiday allocation, the Security Officer, the observer to the selection procedure appointed by the staff committee 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.).

All those receiving access to the data are reminded of their obligation not to use the data for any purpose other than the one for which access was granted.

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.

How do we protect and safeguard your information?

The data collected during the EMCDDA's call for expression of interest 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.

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 [...]']



Where EMCDDA internal processes require printing of electronic data from appointment applications, print-outs are safely stored in the Security Officer's office 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 elapses. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information. 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. In addition, you are free to address the European Data Protection Supervisor at any time.

Furthermore, you have the right to have access to your evaluation results from all stages of the selection procedure upon written request to the following e-mail address: EMCDDA-IL@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), nor to the individual opinions of the Security Officer and the observer.

What personal information do we collect?

The categories of personal data dealt with during any call for expression of interest at the EMCDDA are the following:

- Identification details: personal data allowing the identification of the applicant, i.e. 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 or interviews, i.e. private address, telephone number, fax number and details of 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).
- Results of the pre-selection, written and oral tests.
- Any additional information provided by the applicant in support of 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.

Applicants are obliged to answer all questions, in order to complete the application for a given vacancy. Incomplete applications will not be considered.

Legal basis for the processing of data

The processing of personal 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). The legal basis for the processing of personal data is provided by the following:



- 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 EMCDDA equal opportunities policy as approved by the Director on 14 September 2007.
- Guidelines for the selection and use of wardens at the EMCDDA DEC/DIR/2014/06

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 appointed applicants will be kept for two years as of termination of the appointment.
- Data of non-appointed applicants who are placed on the reserve list for appointment will be kept for the validity of the reserve list.

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 on the EMCDDA web page that the procedure was closed, or the date on which the applicant 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. 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 Data Protection Officer (dpo@emcdda.europa.eu) if you encountered any difficulties or have any questions relating to the processing of your personal data.