

Privacy Statement

Articles 15 and 16 of Regulation (EU) 2018/1725 of the European Parliament and the Council of 23 October 2018 apply to the processing of personal data carried out by the European Parliament.

1) Who processes your personal data?

The European Parliament acts as the controller¹ and the entity responsible for the processing is the European Parliament's Secretariat, the Directorate-General for Personnel, the Directorate for Human Resources Development, the Talent Selection Unit, represented by the Head of the Talent Selection Unit.

You can contact the controller/entity at PERS-TalentSelection@europarl.europa.eu

2) What is the purpose of the processing of your personal data?

Processing of on-line applications for the different selection procedures organised by the Talent Selection Unit and for spontaneous applications. This processing requires the use of a software (Gestmax) provided by Inasoft (Head Office: 2507 avenue de l'Europe Bâtiment C - 69140 Rillieux la Pape). The servers are located in France and are provided by a French company. The operations are the following: - registration by the candidates, including supporting documents - processing of the applications files at the different steps of the selection procedure - communication with the candidates on the status of their application - assessment of qualifications by the selection board - management of spontaneous applications - visualisation of the successful candidates by the recruiting services of the EP.

3) What is the legal basis for the processing?

The legal basis for the processing are Articles 27-31, and Annex III of the Staff Regulations of Officials of the European Union and Articles 12 and 82 of the Conditions of employment of other servants (CEOS).

4) What personal data is processed?

- Name, surname, gender, address, e-mail address, phone number, birth date, place of birth, citizenship, languages.
- Data concerning personal aspects (studies and professional experience).
- Data concerning career.
- Data for missions and travel (for internal candidates, if relevant).

¹ A Controller the public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of the personal data. The controller is represented by the head of the entity.

- Data concerning health (only for the European Parliament Medical service for candidates requesting reasonable accommodation measures for written and/or oral tests).
- Bank account and/or other financial data (only if relevant).

5) How will your personal data be processed?

All applicants' personal data will be collected and processed only to the extent necessary to process applications for selections advertised by DG Personnel in Parliament's Secretariat. In accordance with Article 4 (1) (b) of the Regulation (EU) 2018/1725, such data will not be processed for any other purposes or used in support of measures or decisions regarding any particular individual.

An amount of personal data needs to be processed as part of any competition or selection procedure for which an applicant has expressed interest / in the case of a spontaneous application. Such data will generally include, but is not limited to, the applicant's name and details. For internal candidates in specific selections, it may also include personnel number, administrative status (i.e. established official, temporary agent, etc.), current grade, career history and professional experience as well as additional information contained within any motivation letter. This data is important in terms of establishing an applicant's eligibility to apply for a particular competition or selection procedure advertised, both in terms of administrative compliance and whether he or she has the necessary professional experience (if specified in relation to the specific post), and subsequently in order for the application to be processed further.

The data of candidates for competitions and selection procedures is processed, strictly on a need-to-know basis only, by staff of the Talent Selection Unit and by members of the selection board for the specific competition or selection procedure. Data concerning a candidate's performance in tests are kept in the unit and are only made available to the members of the selection board, whose work is secret. The data are never forwarded to any other service or unit, other than the EP Legal Service in case of complaints on the basis of Article 90 of the Staff Regulations or Court cases, and the direct line managers concerned in DG Personnel.

6) For how long will your personal data be stored?

Your personal data will be stored:

- for unsuccessful candidates: 2.5 years from the completion of the competition
- for successful candidates: until the end of the validity of the reserve list.
- for spontaneous applicants: 2 years

7) Who are the recipients of your personal data?

Data of successful candidates and spontaneous applicants may be made available to:

- HR units of the European Parliament Secretariat
- the Staff Recruitment Unit of the European Parliament
- the Accreditation unit (in DG Security and Safety), the Financial Resources Unit (in DG Personnel), and the Missions Unit (in DG Personnel).

8) Will your personal data be shared with a non-EU country or international organisation?

No, your personal data will not be shared with a non-EU country or international organisation.

9) Are any automated processes² and/or profiling³ used to make decisions which could affect you?

No.

10) If personal data have not been obtained from you, what is their source?

For internal candidates only, the source of your personal data includes the European Parliament's HR Management system, STREAMLINE.

11) What rights do you have?

You have the following rights:

- Right of access to your personal data.
- Right to rectification of your personal data.
- Where applicable, right to erasure of your personal data.
- Where applicable, right to restriction of processing.
- Where applicable, right to data portability.
- Where applicable, right to object to processing.
- Right to contact the European Parliament's data protection officer at data-protection@europarl.europa.eu.

² Making a decision solely by automated means and without any human involvement. {Theoretical Examples: internet page where selecting certain options will automatically place you in different mailing lists where you are sent the corresponding monthly newsletter / using an automated system to mark "Multiple Choice" test answers and assign a pass mark according to the number of correct answers}.

³ Profiling analyses aspects of an individual's personality, behaviour, interests and habits to make predictions or decisions about them. Used to analyse or predict aspects concerning the data subject's performance at work, economic situation, health, personal preferences or interests, reliability or behaviour, location or movements, etc. {Theoretical Example: when using social media tools data is collected and your trends registered. This data is then used to form new/different predictions on you.}

- Right to lodge a complaint with the European Data Protection Supervisor at edps@edps.europa.eu