

## **Specific privacy notice Selections and Recruitments**

**Please note that the personal information the Translation Centre requests from will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (hereinafter referred to as the Data Protection Regulation). As laid down in Articles 15 and 16 of the Data Protection Regulation, the Translation Centre provides data subjects with the following information prior to their application.**

### **Identity of the controller:**

The Head of the Human Resources Section

### **Purpose of processing:**

- To organise selection procedures with the aim of managing applications and the various stages of these selections;
- to manage and check the use of the reserve lists.

### **Data concerned:**

The data of candidates registered for these selections.

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from selection.

### **Type of data concerned:**

- Identification details: personal data allowing the candidate to be identified, i.e. surname at birth, first name, surname currently used, date of birth, and e-mail address;
- Information provided by the candidate to allow the practical organisation of pre-selection and other tests, i.e. street, postcode, town, country, sex, telephone, language for correspondence, and any disability;
- Selection criteria information: information provided by the candidate to distinguish its suitability and eligibility for the post advertised e.g. citizenship, language knowledge, degree (year awarded), title, name of the awarding body, professional experience;
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process;
- Results of the pre-selection, written and oral tests: on this basis comprehensive statistics are kept to guarantee the transparency of the procedure;
- At the stage of recruitment: commitments from the candidate to adhere any security checks and other related details; original documents provided by the candidate to support the information given during the selection.

**Legal basis:**

Article 5(1)(a) of Data Protection Regulation;

The Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC), No 259/68;

The Centre's Founding Regulation, Council Regulation (EC) No 2965/94 of 28 November 1994, as last amended by Council Regulation (EC) No 1645/03 of 18 June 2003;

The framework of the Centre's policy on equal opportunities (20 April 2006).

**Recipients of the data processed:**

The administrative staff responsible for processing the files, the Selection Committees, the Appointing Authority and, in the event of inclusion on the reserve list of successful candidates, the heads of the Centre's services to which the relevant vacancy relates.

If appropriate, access may be given to the internal audit of the Centre and the Court of Auditors (for audit purposes), members of the Centre's Legal affairs and Finance section, the Human Resources section and the accountant (for reimbursement purposes), the OLAF, the Court of Justice of the European Union and the European Ombudsman (for investigation purposes).

Access rights for each user group are governed by the "need to know" principle. All recipients of personal data in the framework of this exercise are instructed to process the personal data they receive only for the purpose for which they were transmitted.

**Processors:**

N/A

**Lawfulness of processing:**

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Union (recruitment of personnel).

**The data subject's rights:**

Candidates have the right to access and rectify their data. They have the right to send updated online applications and rectify incorrect or inaccurate data, by contacting the email address provided in the vacancy notice in question before the deadline for submission of the application elapses. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. After the closing date of submitting applications, rectification of data related to the eligibility and selection criteria is not possible.

The data subjects may also contact the Data Protection Officer (DPO) of the Translation Centre ([data-protection@cdt.europa.eu](mailto:data-protection@cdt.europa.eu)) concerning the data processing.

The data subjects have the right to have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

**Date when processing starts:**

Date of application.

**Time limits for storage:**

The Translation Centre will store the applications for different periods depending on the outcome of each application:

- Successful candidates: personal data that are stored in their personal file will be stored for 10 years as of the termination of employment or as of last pension payment.
- Candidates included on a reserve list but not recruited: the data will be stored for the duration of the validity of the reserve list.
- Non-successful candidates: the data will be stored for a maximum of 3 years following the Appointing Authority's approval of the outcome of the selection procedure.
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process will be held for five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate.

**Contact information:**

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