

01 - Name of processing	Pre-selection phase TA, CA, SNE
02 - Reference	64
03 - Submission Date	31-07-15
04 - Last update	30-06-20
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	The purpose of the processing operation is to prepare the selection procedure with the aim of selecting the right candidate for the position of TA, CA, and for the mandate of SNE at the ERA. To that purpose a selection procedure is established and a selection file is constituted and managed within the framework of each of these selection procedures.
10a - Data Subjects	- Anyone applying for a post of TA, CA or for the mandate of SNE advertised by the ERA.- As for the members of the selection committee appointed by the AACC: internal ERA staff (representing the engaging unit/sector, representing the HR sector, representing the ERA Staff Committee) and in exceptional cases an external expert.As for the members of the selection committee appointed by the AACC: internal ERA staff (representing the engaging unit/sector, representing the HR sector, representing the ERA Staff Committee) and in exceptional cases an external expert.

10b - Personal data

For the candidates:

Data submitted during the pre-selection phase via the application documents:

- Personal Details as First name, Last name, Address, Phone number, Fax, E-mail, Nationality, Date of Birth, Gender;
- Work Experience including, for each experience, start and end dates, position/title held, main activities and responsibilities, name and address of the employer, type of business, sector;
- Education and Training including start and end dates, title, qualification, diploma (level in the national and/or international classification), main study subjects, name of the organisation providing the education or the training;
- Languages including, for each language, the level of understanding, listening, reading, spoken proficiency, written proficiency and details about the courses attended;
- Personal Skills and Competences (technical, organisational, social, others).

The electronic means for submission of data is the application email sent to the functional mailbox managed by the authorized staff members in the HR sector.

For the members of the selection committee:

The names of the members of the selection committee and their roles in (i.e. Chair of the selection panel or member of the selection panel) are with their prior consent announced on the ERA website in the designated area of the published call for applications.

11 - Time limit for keeping the data

For the members of the selection committee:

The names of the members of the selection committee and their roles are announced on the ERA website in the designated area of the published call for applications.

For the candidates:

Application files and all related documents / data for candidates who are on a reserve list and for non-successful candidates (e-mails, requests for review/complaint, replies, etc.): 10 years from the date the data subject became aware of the result of selection procedure (i.e. from the date of publication in ERA webpage that the procedure was closed, or the date in which the applicant has received an information letter) Application files and all related documents / data for TA & CA engaged by the ERA or SNEs seconded to the ERA (e-mails, requests for review/complaint, replies, etc.): 10 years from the termination of employment or from the last pension payment, whatever applicable OR 10 years after termination of the mandate.

12 - Recipients of the data

During the pre-selection phase the data provided by the candidates are accessible by:

- the designated actors in the HR sector dealing with the selection procedure;
- the members of the selection committee;

In case of a complaint and an audit, the data will be disclosed accordingly to any of the supervisory instances of the ERA (i.e. European Court of Auditors, Internal Audit Service, EDPS, the Ombudsman, the Civil Service Tribunal, OLAF)

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

N/A

14 - How is data stored? What are the security measures implemented?

•Hard copies: The data are stored in locked cabinets in the Human Resources Sector premises, accessible only by the designated HR staff. • Computer storage: specially dedicated functional email account only by HR staff. HR staff accesses the data through logging in their PCs using their own user name and password. The password by default has to be changed every 42 days

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

For the candidates

a) Data subjects are informed about the Data Controller, data processing, its purpose, lawfulness as well as their rights through the engagement web page, where there is a relevant "privacy statement".

b) The data subjects may address their requests in writing to the dedicated email address provided in the "privacy statement" placed in the engagement web site. Factual data may be rectified up to the expiration of the deadline for applications, whereas identification data may be rectified at any time. The data subjects can have access to their evaluation results from all stages of the selection procedure (pre-selection, interviews, written tests) and aggregate results. However they cannot be provided with comparative results or individual opinions of the members of the selection panels.

For the members of the selection committee:

Before the decision on the establishment of the selection committee is submitted to the ED, the HR Sector collects the agreement from the staff members proposed to be a member of this committee on announcing their names and role in the selection committee on the ERA website in the designated area of the published call for applications. Staff members who do not wish to have their names published cannot be appointed as members of Selection Committees.

15a - Data subject rights

Right to have access

16 - Legal Basis

ERA ED DEC 237/2009; ERA ED DEC 340/11.2010; ERA ED DEC 677 2013; ERA-ED-DEC-678-2013 ; #SR & CEOS (articles 12-15) and 82-84, ANNEX III, especially article 6);#15

17 - Lawfulness of processing	Article 5 b) of Regulation (EU) 2018/1725
18 - Data minimisation	All information is needed to identify the candidate and the related evaluations
19 - Accuracy	All information is checked by the members of the panel
20 - Access and other rights of persons whose data is processed	NA
21 - Special category data	
22 - DPIA	
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	