



**European Committee  
of the Regions**

## **PRIVACY STATEMENT**

### **SELECTION AND RECRUITMENT OF TEMPORARY AND CONTRACT STAFF**

#### **1. Short Description**

As part of the selection and recruitment of non-permanent staff (temporary and contract staff) at the European Committee of the Regions, personal data are processed in accordance with Regulation No 1725/2018 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies and offices and agencies and on the free movement of such data.

By validating your application, you consent to your personal data being processed for the purposes of the procedure described in this privacy statement.

#### **2. Who is responsible for the processing of personal data?**

The European Committee of the Regions (CoR) is responsible (as controller) for the processing of personal data.

The responsible service is the Recruitment and Careers Unit.

Contact: Head of the Recruitment and Careers Unit  
European Committee of the Regions  
Directorate for Human Resources and Finance  
Rue Belliard/Belliardstraat 101  
1040 Bruxelles/Brussel  
BELGIQUE/BELGIË  
[recruitment@cor.europa.eu](mailto:recruitment@cor.europa.eu).

#### **3. What is the purpose of the processing?**

The purpose of the processing of your personal data provided as part of an application (database of unsolicited applications, or application submitted following a recruitment notice), mentioned in your CV, and/or required by the Recruitment and Careers Unit during the recruitment process, is to enable the selection and recruitment of persons of the highest standard of ability, efficiency and integrity, satisfying Articles 12 (temporary staff) and 82 (contract staff) of the Conditions of Employment of Other Servants of the European Union and, where applicable, the terms of the recruitment notice (for temporary staff, 2(c)) in order to fill a vacancy in the establishment plan appended to the section of the budget applying to the CoR (for temporary staff) or to satisfy the need to recruit contract staff; to draw up the recruitment file, which forms the basis of the personal file; and to enable the successful candidate's personal data to be entered into the electronic human resources management programmes.

#### **4. What is the legal basis for the processing?**

Conditions of Employment of Other Servants of the European Union, Decision No 31/2018 on general implementing provisions relating to the engagement of temporary staff at the

European Committee of the Regions, Decision No 93/2014 on general implementing provisions relating to the classification in step upon recruitment of officials or engagement of temporary staff, and Decision No 92/2014 on general implementing provisions relating to procedures governing the employment conditions of contract staff at the Committee of the Regions.

#### **5. What personal data are processed?**

The personal data processed in the context of a selection and recruitment procedure are as follows:

- CV (provided by each candidate when signing up to the CoR's database of unsolicited applications, following a recruitment notice, or when creating an EPSO account (applies both to CAST procedures and to general competitions)), containing the candidate's name, contact details, information on professional and academic background, nationality, and date of birth. Some candidates also decide to provide information in their CV about their marital status and/or a personal photo, but this information is not requested by the CoR.
- Internal documents relating to the selection procedure: minutes drawn up following the publication of a recruitment notice, memo upon sending CVs, evaluation grids, summary memo drafted by the person responsible in the requesting service, form requesting recruitment, medical fitness, where applicable.
- Official documents to compile the administrative file of the successful candidate (recruitment procedure): the documents are provided by the candidate and must contain all elements relating to the candidate's academic and professional background. Unless otherwise stated, the recruitment file must also include a medical fitness report and an extract from the judicial record. All candidates for a post within the CoR must also complete a written declaration and a form attesting to the absence of a conflict of interests.
- Some candidates decide to also enclose supporting documents relevant for the future establishment of their individual rights. As these documents are not relevant for the selection and recruitment procedures, they are directly forwarded to the competent service without being processed or kept by the Recruitment and Careers Unit.

The Recruitment and Careers Unit deletes the following information from each CV before it is forwarded to the selection panels: contact details, date of birth, nationality, marital status. The CV contains only the surname and first name, and all relevant information on the candidate's professional and academic background.

#### **6. Who are the recipients or categories of recipients of your personal data?**

- CV, memo upon sending CVs, internal memos, summary memo, evaluation grids, recruitment request: Recruitment and Careers Unit, members of the selection panel, head of the requesting service and their director, director and/or deputy director of the Directorate for Human Resources and Finance, and, where appropriate, head of the secretary-general's private office, secretary-general.
- Documents related to the recruitment procedure (in addition to the documents mentioned in the previous point, also comprising (where applicable): official letters to the successful and unsuccessful candidate(s), information concerning the successful candidate's education and professional experience, medical fitness, the written declaration and the form attesting to the absence of a conflict of interests, the extract from the judicial record, a copy of an identity document, and any other relevant document to verify compliance with the conditions laid down in Articles 12 (temporary staff) and 82 (contract staff) of the CEOS) and the appointing decision: competent initiating financial and operational officers, competent financial and operational verifying agents, competent authorising officer by (sub)delegation, director (and/or

deputy director) of the Directorate for Human Resources and Finance, head of the secretary-general's private office, secretary-general (AECE), and Internal Audit Service.

**7. Are your personal data transferred to a third country or international organisation?**

No

**8. How can you exercise your rights?**

- You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to object to the processing of your data and to request the deletion of your personal data (if processed unlawfully).
- Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability). You also have the right to withdraw your consent at any time.
- You can direct your queries to [recruitment@cor.europa.eu](mailto:recruitment@cor.europa.eu). The query will be dealt with within 15 working days.
- You have the right of recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation No 1725/2018 have been infringed as a result of the processing of your personal data by the CoR.

**9. How long are your personal data kept for?**

- Unsolicited applications registered in the CoR database and which have not been updated by the candidate for at least six months are automatically deleted after one year (automated process put in place by the IT Unit).
- Documents relating to the selection procedure (CV, all documents relating to any tests and the evaluation grids) are kept by the Recruitment and Careers Unit for a period of five years following the dispatch of rejection letters to unsuccessful candidates. This data retention period is necessary to respond to any requests from the Internal Audit Service, the Court of Auditors or the Court of Justice. The memo upon sending CVs, the memo summarising the procedure followed and all information related to your surname(s), forename(s), sex and nationality are retained indefinitely for historical and statistical purposes.
- The successful candidate's personal data are entered into the human resources management programmes and incorporated into their personal file. The processing of personal data and the length of time these data are stored in the personal file is the subject of a specific privacy statement. When recruited by another institution, the personal file and all related data should be transmitted in full to the new institution upon request.
- In any event, the personal file of each temporary/contract staff member shall be kept for ten years after leaving the CoR, unless the member of staff has been employed by another institution after the end of their employment at the CoR and has therefore requested the transfer of their personal file to the new institution. In this case, the file is transferred in full to the new institution.

**10. Are the personal data collected used for automated decision-making, including profiling?**

No

**11. Will your personal data be further processed for a purpose other than that for which data have been obtained?**

The memo upon sending CVs, the memo summarising the procedure followed and all information comprising your surname(s), forename(s), sex and nationality are retained indefinitely for historical and statistical purposes.

**12. Who do I contact if I have queries or complaints?**

If you have any further questions about the processing of your personal data, please contact the data controller, [recruitment@cor.europa.eu](mailto:recruitment@cor.europa.eu).

You may also contact the CoR data protection officer ([data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time.

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