

**EMCDDA Personal Data Protection Record on
RECRUITMENT**

Part 1 - mandatory records under Article 31 of the new rules (publicly available)

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	25 May 2019
2.	Reference number:	DPO-016
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	N.A
6.	Name and contact details of processor (where applicable)	N.A
7.	Purpose of the processing	The purpose of the processing is exclusively within the recruitment of staff at the EMCDDA and it is used possibly for the drawing up of a reserve list with the aim to recruit personnel (i.e. officials, temporary agents, contract agents) with the highest standard of ability, efficiency and integrity. As indicated in the vacancy notice, the drawn reserve list for recruitment purpose can be used for appointment in similar positions. Recruitment may take place via an internal call for expression of interest within the Agency, via a publication restricted to EU Agencies and decentralized bodies, or via an external selection procedure.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	The categories of personal data dealt with during any call for this EMCDDA record are the following: <ul style="list-style-type: none"> • Identification details: personal data allowing the identification of the applicant i.e. family name, 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/interviews, i.e. private address, telephone, fax and 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,

		<p>knowledge of languages, degree (year awarded), title, name of the awarding body, professional experience (CV and application form).</p> <ul style="list-style-type: none"> • Information provided by the applicant to support claims for the reimbursement of travel expenses for interview or medical visits (if offered a contract of employment), i.e. passport details and bank account details, and documents to support other claims to which the applicant might be entitled to during the selection or recruitment process. • Results of the pre-selection, written and oral tests to guarantee the transparency of the procedure. • Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application. <p>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.</p>
9.	Time limit for keeping the data	<p>Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:</p> <p>Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:</p> <p>Data regarding recruited applicants will be kept for ten years as of termination of employment or as of the last pension payment.</p> <p>Data of non-recruited applicants but successfully placed in the reserve list for appointment will be kept for the validity of the reserve list or for seven years after the budgetary discharge, whichever is longer.</p> <p>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 in the EMCDDA Web page that the procedure was closed, or the date in which the applicant has received the information letter).</p> <p>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 for statistical reasons. These statistics are not subject to Regulation (EU) 2018/1725 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.</p>

10.	Recipients of the data	The recipients of the data are: the appointing authority, the Human Resources staff dealing with recruitment, the members of the selection board appointed by the Director, the members of the EMCDDA finance management sector and the accountant (for reimbursement purposes) 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.). In cases where placed upon the reserve list of successful candidates, also the EMCDDA Heads of unit in order to be able to offer a post.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	NO
12.	General description of security measures, where possible.	The data collected is stored in an electronic database on designated EMCDDA equipment. YES The data collected can be accessed by designated EMCDDA staff working for the Human Resources Management Sector.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	http://www.emcdda.europa.eu/about/jobs