

# PRIVACY STATEMENT

In accordance with articles 15 and 16 of Regulation (EU) No. 2018/1725 of the European Parliament and of the Council of 23 October 2018

## SELECTION OF STATUTORY STAFF, TRAINEES, SNE

### *Key information*

#### Controller

Pilvi Torsti, Director of the ETF, [Pilvi.Torsti@etf.europa.eu](mailto:Pilvi.Torsti@etf.europa.eu)

#### Process owner

Vira Medynska (ETF), Head of People and Talent Unit, [Vira.Medynska@etf.europa.eu](mailto:Vira.Medynska@etf.europa.eu)

#### Data protection officer

Tiziana Ciccarone, [DataProtectionOfficer@etf.europa.eu](mailto:DataProtectionOfficer@etf.europa.eu)

#### Purpose of the processing

Managing candidates' applications in view of a possible recruitment/traineeship/secondment at the ETF.

#### Legal basis

- Staff Regulations, Condition of Employment of Other Servants of the European Union (CEOS);
- ETF Governing Board Decision ref. GB/15/DEC/009 - Implementing provisions on the procedure governing the engagement and the use of temporary staff;
- ETF Governing Board Decision ref. GB/19/DEC/010 - General provisions for implementing Article 79(2) of the CEOS of the EU, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof;
- ETF Governing Board Decision ref. GB/15/DEC/019 - Rules on the secondment of national experts (SNE) as regards recruitment and ETF policy on purchase of Temporary Workers services;
- ETF Director's Decision ref. ETF/23/DEC/010 – Traineeship policy

#### Personal data

Personal data concerned are:

- Name, gender, nationality, age (date of birth), contact details.
- Other voluntary information and data provided by the data subject in the CV, including potentially sensitive data.

## Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- ETF recipients are: PAT Unit, Selection Board members, Appointing Authority, and members of the Enlarged Management Team who may have access to applications/selection procedure final report for the purposes of the choosing the most adequate candidate from possible reserve lists;
- External recipients are: SNE employers, partners in civil society for traineeships, and/or external SAB members, service providers/contractors in charge of assessment centre

## Transfer to third countries/international organisations

Not applicable

## Further information

### Data retention

Data collected are kept for 3 years, following the conclusion of the selection procedure or the end of the validity (or extended validity) of the reserve list.

### Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the Head of People and Talent Unit, [recruitment@etf.europa.eu](mailto:recruitment@etf.europa.eu).

### Right to withdraw consent

Not applicable

### Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer ([DataProtectionOfficer@etf.europa.eu](mailto:DataProtectionOfficer@etf.europa.eu)) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

### Necessity of provision of data

The provision of personal data in the context of selection is necessary in view of identifying the applicant/candidate participating to the procedure.