

## I. RECORD OF PERSONAL DATA PROCESSING OPERATION (Article 31 of Regulation (EU) No. 2018/1725)

1.	Name of the processing operation	<b>Selection of statutory staff, trainees, SNEs</b>
2.	Reference number/Issue	ETF-DPR-31/Issue 2
3.	Date	20/09/2019
4.	Business owner	Nadège Perrine Head of HR Unit Nadège.Perrine@etf.europa.eu
5.	Controller	Cesare Onestini Director of the ETF <a href="mailto:Cesare.Onestini@etf.europa.eu">Cesare.Onestini@etf.europa.eu</a>
6.	Joint controller(s)	Not applicable
7.	Processor(s)	Service providers/contractors in charge of assessment centre
8.	Data protection officer	Tiziana Ciccarone / Laurens Rijken <a href="mailto:DataProtectionOfficer@etf.europa.eu">DataProtectionOfficer@etf.europa.eu</a>

9.	Purpose of the processing	Managing candidates' applications in view of a possible recruitment/traineeship/secondment at the ETF.
10.	Legal basis for the processing	<ul style="list-style-type: none"> <li>Staff Regulations, Condition of Employment of Other Servants of the European Union (CEOS);</li> <li>ETF Governing Board Decision ref. GB/15/DEC/009 - Implementing provisions on the procedure governing the engagement and the use of temporary staff;</li> <li>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;</li> <li>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,</li> <li>ETF Director's Decision ref. ETF/18/DEC/007 – Traineeship policy</li> </ul>
11.	Categories of data subjects	Applicants and candidates participating to the ETF selection procedures for CEOS statutory staff, SNE, trainees
12.	Categories of personal data	Name, gender, nationality, date of birth, contact details. Other voluntary information and data provided by the data subject, including potentially sensitive data.
13.	Time limits for keeping of data	3 years, following the conclusion of the selection procedure or the end of the validity (or extended validity) of the reserve list.

14.	Categories of ETF recipients of data	HR Unit, Selection Assessment Board (SAB) members, Appointing Authority, Heads of Departments/Units may have access to applications/selection procedure final report for the purposes of the choosing the most adequate candidate from eventual reserve lists.
15.	Categories of external recipients of data	Employer of SNE, partners in civil society for traineeships and/or external SAB members, service providers/contractors in charge of assessment centre
16.	Transfers of data to third country or international	Not applicable

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	organisation	
17.	Technical and organisational security measures	<ul style="list-style-type: none"> <li>• Electronic applications are stored in a Job applications' database.</li> <li>• Electronic documents are kept in the HR Unit network partition, with restricted access to the HR Officer in charge.</li> <li>• Paper documents are stored inside closed cupboards in the HR offices with restricted access.</li> </ul>
18.	Information to the data subject	Provided in privacy statement.

## II. COMPLIANCE CHECK AND RISK SCREENING OF PERSONAL DATA PROCESSING OPERATION (Article 26 and 39 of Regulation (EU) No. 2018/1725)

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### A. Compliance check

19.	<p><b>Lawfulness</b> (Legal basis and necessity for processing, point 10)</p> <p><input type="checkbox"/> Necessary for performance of tasks in the public interest attributed by EU or MS legislation</p> <p><input checked="" type="checkbox"/> Necessary for the management and functioning of the organisation</p> <p><input checked="" type="checkbox"/> Necessary for compliance with legal obligation incumbent on controller</p> <p><input type="checkbox"/> Necessary for performance of a contract to which the data subject is party</p> <p><input type="checkbox"/> The data subject has given consent</p> <p><input type="checkbox"/> Necessary in order to protect the vital interests of the data subject or of another natural person</p>	
20.	<p><b>Purpose definition</b> (Point 9)</p> <ul style="list-style-type: none"> <li>Do you list all purposes?</li> <li>Are the purposes specified, explicit, legitimate?</li> <li>Where information is also processed for other purposes, are you sure that these are not incompatible with the initial purpose(s)?</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Not applicable</li> </ul>
21.	<p><b>Data minimisation</b> (Point 12)</p> <ul style="list-style-type: none"> <li>Do you really need all data items you plan to collect?</li> <li>Are there any you could do without?</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>
22.	<p><b>Accuracy</b> (Point 12)</p> <ul style="list-style-type: none"> <li>How do you ensure that the information you process about people is accurate?</li> <li>How do you rectify inaccurate information?</li> </ul>	<ul style="list-style-type: none"> <li>Information processed is provided by data subject and is therefore deemed to be accurate.</li> <li>Information deemed to be inaccurate are promptly rectified by relevant officer in charge.</li> </ul>
23.	<p><b>Storage limitation</b> (Point 13)</p> <ul style="list-style-type: none"> <li>Explain why you chose the storage period(s) mentioned</li> <li>Are they limited according to the maximum or minimum "as long as necessary, as short as possible"?</li> <li>In case you only need some information for longer, can you split storage periods</li> </ul>	<ul style="list-style-type: none"> <li>The selected period of 3 years, following the conclusion of the selection procedure or the end of the validity (or extended validity) of the reserve list, is considered appropriate for administrative reasons and particularly in view of granting the necessary timeframe for possible appeals.</li> <li>As short as possible</li> <li>Not applicable</li> </ul>

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24.	<p><b>Transparency</b> (Point 18)</p> <ul style="list-style-type: none"> <li>• How do you tell people about your processing?</li> <li>• If you do not want to inform people (or only inform them after the fact), consult your DPO</li> </ul>	<ul style="list-style-type: none"> <li>• Information is provided to data subject by means of a Privacy Statement, which is available in each vacancy notice, as well as published on the ETF website dedicated area.</li> <li>• Not applicable</li> </ul>
25.	<p><b>Data subjects rights</b> (Point 18)</p> <ul style="list-style-type: none"> <li>• Can people contact you if they want to know what you have about them, want to correct or delete the data, have it blocked or oppose to the processing?</li> <li>• Could there be situations where you would want to refuse e.g. granting access? In case so please describe them</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Not applicable</li> </ul>

B. Risk screening

26.	<p><b>Does the processing involve any of the following?</b></p> <ul style="list-style-type: none"> <li>• Data relating to health, (suspected) criminal offences or otherwise considered sensitive <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Evaluation, automated decision- making or profiling <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Monitoring data subjects <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• New technologies that may be considered intrusive <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>
	<ul style="list-style-type: none"> <li>• Exclusion databases <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Large-scale processing of special categories of personal data (disease surveillance, pharmacovigilance, central databases for law-enforcement cooperation) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Internet traffic analysis breaking encryption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• E-recruitment tools automatically pre-selecting/excluding candidates without human intervention <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>
	<ul style="list-style-type: none"> <li>• Management of personal files <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Staff evaluation procedures (annual appraisal) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• 360° evaluations for helping staff members develop training plans <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Staff selection procedures <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Establishment of rights upon entry into service <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Management of leave, flexitime and telework <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Access control systems (non biometric) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> <li>• Video surveillance (limited scale) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</li> </ul>

C. Conclusions

	Actor	Date	Signature
27.	<p><b>Business owner</b> Nadège Perrine Head of HR Unit</p> <p><b>Conclusion</b> Threshold assessment required according to Risk screening</p>		
	<p><b>Data Protection Officer:</b> Tiziana Ciccarone / Laurens Rijken</p> <p><b>Conclusion</b> I confirm that a threshold assessment is required</p>		

### III. THRESHOLD ASSESSMENT OF PERSONAL DATA PROCESSING OPERATION (Article 26 and 39 of Regulation (EU) No. 2018/1725)

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#### A. Criteria for high risks identification

28.	Systematic and extensive <b>evaluation</b> of personal aspects or scoring, including profiling and predicting ....	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
29.	Automated- <b>decision making</b> with legal or similar significant effect: processing that aims at taking decisions on data subjects ....	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
30.	Systematic <b>monitoring</b> : processing used to observe, monitor or control data subjects, especially in publicly accessible spaces. This may cover video-surveillance but also other monitoring, e.g. of staff internet use. ....	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
31.	<b>Sensitive data</b> : data revealing ethnic or racial origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic data, biometric data for identification purposes, data concerning health or sex life or sexual orientation, criminal convictions or offences and related security measures or otherwise considered sensitive. It may occur that applicants disclose potentially sensitive data in their CV/letter of motivation and/or in the course of the interview. These data are not requested by the relevant ETF services for the accomplishment of the relevant administrative procedures. These data (CV) are nevertheless processed in accordance with data protection provisions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
32.	Data processed on a <b>large scale</b> , whether based on number of people concerned and/or amount of data processed about each of them and/or permanence and/or geographical coverage ....	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
33.	Datasets <b>matched or combined</b> from different data processing operations performed for different purposes and/or by different data controllers in a way that would exceed the reasonable expectations of the data subject. ....	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
34.	Data concerning <b>vulnerable data subjects</b> : situations where an imbalance in the relationship between the position of the data subject and the controller can be identified. ....	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
35.	<b>Innovative</b> use or applying technological or organisational solutions that can involve novel forms of data collection and usage. Indeed, the personal and social	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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	consequences of the deployment of a new technology may be unknown	
	....	
36.	<b>Preventing</b> data subjects from <b>exercising a right</b> or using a service or a contract.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	....	

B. Conclusion

	Actor	Date	Signature
37.	<p><b>Business owner</b> Nadège Perrine Head of HR Unit</p> <p><b>Conclusion</b> No further action required</p> <p>See comment under nr. 31. Although the selection process may involve the management of sensitive data, the risk is low because the management of these data is restricted to relevant HR officers and SAB members who are bound by confidentiality rules. Furthermore these data are safely stored.</p>		
	<p><b>Data Protection Officer:</b> Tiziana Ciccarone / Laurens Rijken</p> <p><b>Conclusion</b> I confirm that no further action is required</p>		
	<p><b>Data Controller</b> Cesare Onestini, Director of the ETF</p>		