

## SELECTION OF CONFIDENTIAL COUNSELLORS

### *Key information*

#### Controller

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

#### Process owner

Nadège Perrine, Head of HR Unit, [Nadège.Perrine@etf.europa.eu](mailto:Nadège.Perrine@etf.europa.eu)

#### Data protection officer

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

#### Purpose of the processing

The purpose of processing is the selection of ETF Confidential Counsellors.

#### Legal basis

- Governing Board decision on ETF Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment (ref. GB/19/DEC/002 of 10 May 2019)
- Manual for procedures within the framework of the ETF Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment

#### Personal data

- Name, gender, nationality, date of birth, contact details
- Other voluntary information and data provided by the data subject, including potentially sensitive data

#### Recipients of the personal data

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

- Internal recipients are: HR Officer in charge, SAB members, Head of HR and Director
- External recipients are: ETF Medical Advisor (as SAB member), contractor in charge of compulsory training in view of possible appointment

### *Further information*

#### Data retention

- For selected Confidential Counsellors data are kept till the end of the mandate
- For non selected applicants, data are kept for 1 year following the conclusion of the call for expression of interest

### 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 Human Resources Unit, [npe@etf.europa.eu](mailto:npe@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 data is necessary to select Confidential Counsellors.