

Privacy Statement for selection and recruitment of temporary and contract staff at the EUI

1. Description of the processing operation.

The European University Institute selects and recruits temporary and contract staff according to the following steps: publication of a call for expressions of interest, online registration via the EUI website (application form); pre-selection tests at the EUI premises, pre-selection tests through service provider *Qualtrics*, and interview(s).

In the framework of this selection process, the Institute may also alternatively conduct searches for candidates in the EPSO CAST/ERL databases and shortlist these candidates on the basis of the selection criteria established by the Selection Board.

The CVs are subsequently examined by the members of the Selection Board who finalise the list of candidates to be invited for the tests and interview(s).

In achieving this mission, the EUI is assisted by Selection Committees.

Upon completion of the selection process, HRS will distribute a Candidate Satisfaction Survey using *EU Survey* to all candidates who have been invited to participate in the tests and interviews.

The above data processing operations are carried out in compliance with the EUI's Data Protection Policy outlined in the President's Decision No. 10 of 18 February 2019 regarding Data Protection at the EUI and under the responsibility of the HR Director of the European University Institute, who is the respective Data Controller.

2. What personal information do we collect, for what purpose(s), and through which technical means?

Types of data processed:

For all candidates:

- Personal data allowing the identification of the candidate, i.e. surname, first name, date, place and country of birth, gender.
- Personal data, which are necessary for the practical organisation of preselection and other tests, i.e. address information, postcode, city, country, telephone, e-mail address.
- Personal data, which are necessary to verify whether candidates fulfil the eligibility and selection criteria laid down in the vacancy notice (i.e. nationality, languages, education, employment record, military/civil service record, copies of relevant supporting documents).
- Candidate's motivation to apply, any additional information that may be relevant.

For internal competitions:

- In this case a simplified procedure is employed, which allows applicants to upload their CVs and letters of motivation. The HR also extracts from the CPR (upon log-in with an EUI account) personal data (for the identification of the candidate) of the internal applicants.

For shortlisted candidates:

- Personal data relating to civil status, places of residence over the previous 10 years, number of dependent children, which are necessary for the calculation of remuneration.
- Copies of relevant supporting documents (e.g. ID card/passport, employment contracts, diplomas, reference letters).
- Results to any language and competency tests conducted by the Institute.
- Pseudonyms assigned to shortlisted candidates for the purposes of competency test run through *Qualtrics*.
- Gender, age (range) and nationality are collected for the Candidate Satisfaction Survey. This survey is distributed to enhance future selection procedures at EUI.

For recruited candidates:

- “Medical-fit-to-work” certificate is requested to the candidate who is offered a position, prior to final recruitment.
- Criminal record to establish if the selected candidate enjoys full rights as a citizen. However the analysis of the content of the national police record/criminal record/certificate of good conduct is carried out on a case by case basis so that only relevant data are processed.
- Financial information (bank account details) in order to be encoded in the accounting system to allow the processing of reimbursement of travel and subsistence expenses to the candidate who is offered a position, at final recruitment.

The present selection and recruitment procedure involves processing operations of *sensitive data* relating to, e.g.:

- Sensitive information, which may be revealed by the data subjects in documents, such as CV, motivation letter, reference letters.
- Information relating to marital status, which may reveal sensitive data on sexual identity.
- Health conditions contained in medical documentation.

Personal data are processed to fulfil the following purposes:

- Organisation and carrying out of the selection procedure of the best qualified candidates according to the vacancy notice's requirements.
- Administration of submitted applications and of the different stages of the selection procedures.
- Creation, management and exploitation of reserve lists for appointment.
- Execution of employment contracts.
- Distribution of overall and anonymous statistics to ensure transparency of the procedure.
- Distribution of the Candidate Satisfaction Survey to improve the selection procedure at EUI.

Technical means used to collect the data:

- For the selection and recruitment of staff, applications are made online on the EUI website or the applications of shortlisted candidates may also be collected from the EPSO databases. Results of language and competency tests are collected by the Human Resources Service.
- In case of online pre-selection tests, personal data will be processed through the service provider *Qualtrics*.
- For temporary and contract agents, as it is in most of the cases, an individual file is constituted for every candidate. It contains the application form or the curriculum vitae, the index cards of evaluation of the application file and of the test and the oral interview as well as all correspondence. Supporting documents, in particular in terms of diplomas and work experience, are to be provided on the day of the interview or upon signature of the contract.
- For the Candidate Satisfaction Survey, personal data will be processed through the service provider *EU Survey*.

3. Who has access to your information and to whom is it disclosed?

Recipients include:

- Members of the Selection Board.
- Appointing Authority (President/Secretary General).
- BFA, Accounting Unit.
- ICT Service.

4. How do we protect and safeguard your information?

The candidate's data will be treated confidentially and will be used only for the purpose specified in this statement.

The candidate's data is stored securely on a hosted server of the European University Institute. Where necessary, data may be kept for archiving on an external storage device kept in a zone secured with access limited to authorized officers.

Paper files are stored in locked file cabinet with restricted access on the premises of the Institute. A Declaration of confidentiality and protection of personal data is signed by EUI's staff.

Personal data collected through *EU Survey* (ec.europa.eu/eusurvey) for the Candidate Satisfaction Survey. The anonymous option will be activated on the platform, and the system will not save your IP address. The servers of *EU Survey* are located within the EU at the European Commission's Data Centre.

5. How long do we keep your data?

- **Data of non-shortlisted candidates.**
Kept for up to 10 years after publication of the results of the selection procedure on the EUI's website (N.B. the retention period should take into account the time limits for possible complaints and appeals, auditing purposes where applicable).
- **Data of non-recruited candidates whose names are put on the reserve list for appointment.**
Kept for up to 10 years resulting from: the validity period of the reserve list (including any extension), time limits for possible complaints and appeals, and auditing purposes where applicable.
NB: data collected through *Qualtrics/EU Survey* will be deleted from *Qualtrics/EU Survey* platforms once the test results are processed and kept for the above mentioned period at the EUI premises.

- **Data of recruited candidates.**

Kept for a period of up to 10 years as of the termination of employment or as of the last pension paid. Data concerning name, nationality, position at the EUI and period during which the person worked at the EUI is kept permanently for historical purposes.

- Financial data processed for reimbursement of travel expenses:

The documents related to the reimbursement of travel expenses (financial identification form) are processed and filed by the financial service of the Institute. According to the financial regulations, the retention period of the financial dossiers is eleven (11) years after the budget discharge.

- The List of Candidates (i.e. name and surname) and the Report of the Selection Board are kept permanently.

6. How can you verify, modify or delete your information?

- **Right of access.**

Candidates have the right to access and verify which personal data is stored on their behalf by the responsible Controller (e.g. access to individual evaluation results regarding all stages of the selection procedure). Exceptions apply to the data subjects' right of access with regard to:

- the confidential reference letters provided directly by the referees,
- comparative data concerning other applicants (comparative results),
- individual opinions of the members of the Selection Committee.

- **Right of rectification.**

Candidates can modify or cancel applications that have not been submitted. After the relevant deadline for submission, candidates have read-only online access to their submitted application and can modify their personal details (but not the application documents), by contacting the Human Resources Service.

If you wish to verify which personal data are stored by the responsible Data Controller, or access, correct or delete your personal data stored at the EUI, please contact the Data Controller at applyjob@eui.eu. You will receive a reply within 30 working days of receipt of the request.

Remarks concerning this privacy statement can be addressed to data_protection_officer@eui.eu.

7. Right of recourse

If you consider that your rights under EUI President's Decision 10/2019 have been infringed as a result of the processing of your personal data by the EUI, you have the right to request a review according to Article 27 of the aforementioned decision.

Such requests should be addressed to the Data Controller:

HR Director
European University Institute
Convento di San Domenico
Via delle Fontanelle 19
I-50014 San Domenico di Fiesole (FI)
Italy
E-mail: applyjob@eui.eu

They should be notified simultaneously to data_protection_officer@eui.eu.