

Protection of personal data in relation to selection and recruitment of officials, temporary agents, contract agents, seconded national experts and trainees

Identity of controller:

The Head of Human Resources Unit

Purpose of processing:

To organise selection procedures to recruit different categories of staff including trainees; to manage applications at the various stages of these selections; to manage and check the use of reserve lists.

Data concerned:

The data of candidates registered for the selections or traineeships.

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from recruitment.

Type of data processed:

- Personal data allowing the candidate to be identified, i.e. surname, first name, date of birth, gender;
- Information provided by the candidate to allow the practical organisation of pre-selection and other tests, i.e. address information: street, postcode, town, country, telephone, fax, e-mail;
- Information provided by the candidate to verify whether he/she fulfils the eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, languages, education, employment record, military/civil service record;
- If applicable, results of the pre-selection or written/oral tests.

Legal basis:

Regulation (CE) n° 178/2002 of the European Parliament and of the Council laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety:

Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), in particular Art. 27-34 (SR) and Arts. 12-15 and 82-84 (CEOS).

Decision of the Executive Director of 14 June 2007 laying down the Rules Applicable to National Experts on Secondment to the European Food Safety Authority.

Decision of the Executive Director of the European Food Safety Authority on the acceptance of trainees for an in-service training, of 6 June 2008.

Recipients of the data processed:

- Human Resources Unit (staff in charge of recruitment)
- Members of the Selection Board
- Appointing Authority (Executive Director)
- For trainees: Heads of unit that select a trainee or other staff who would work with the trainee
- Also, if appropriate, access will be given to the Internal Audit Service, the European Ombudsman, the Civil Service Tribunal and the European Data Protection Supervisor
- Should the applicant's name be put on a reserve list and should a similar vacancy arise in another Unit, the Head of Unit to which the vacancy belongs can have access to the CV and results of the evaluation of the applicant.

Lawfulness of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities (recruitment of personnel) and in particular Regulation (CE) n° 178/2002 of the European Parliament and of the Council, as well as art. 5(a) of the Regulation (EC) N° 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The data subject's rights:

Candidates have a right to access their data. They have a right to update or correct at any time their identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing data for the respective selection procedure.

Applications for positions as an official, a temporary agent and for certain positions as a contract agent at EFSA should preferably be made by means of an on-line system accessible via the EFSA website. This on-line system incorporates an automatic notification to job applicants/data subjects, helping them in exercising their access rights. Candidates are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

Date when processing starts:

Date of application.

Contact information:

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