

## SPECIFIC PRIVACY NOTICE – Selection of Temporary Agents, Contract Agents, Seconded National Experts and trainees

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*Selection of TAs, CAs, SNEs and trainees involves processing of personal data, which shall comply with Regulation 2018/1725<sup>1</sup> (the “Regulation”).*

### What is the purpose of the personal data collection?

The purpose is selection of temporary agents, contract agents, seconded national experts and trainees for the SJU and to comply with Staff Regulations and Conditions of Employment of Other Servants (CEOS) as well as the implementing rules of selection of the indicated staff.

### Which kind of personal information is collected?

The following categories of personal data are processed:

- Personal data allowing identification of the candidate (surname, first name, date of birth, gender, e-mail address);
- Information provided by the candidate to allow the practical organisation of the selection process (street, postcode, town, country, telephone number fax, e-mail address);
- Information provided by the candidate to allow the verification of the eligibility and selection criteria laid down in the vacancy notice (nationality, languages, diplomas, professional experience, references);
- Results of the selection process.

Candidates are free to give their data on a voluntary basis. Failure to provide compulsory data as requested in the vacancy notice implies exclusion from the selection procedure.

### What is the legal basis of the processing?

- Article 2 (a) and (f), 3 (a), 12, 82 and 86 of CEOS<sup>2</sup>
- Decision 25 of SJU Administrative Board of 9 October 2009 on general implementing provisions on the procedure governing the engagement and the use of temporary agents at the SESAR Joint Undertaking<sup>3</sup>
- Decision 27 of SJU Administrative Board on general implementing provision on the procedure governing the engagement and the use of contract staff at SESAR Joint Undertaking<sup>4</sup>
- Decision 06 of SJU Administrative Board of 16 June 2016 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of other servants of the European Union<sup>5</sup>
- Executive Director Decision 27 from 24 August 2009<sup>6</sup>

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<sup>1</sup> [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation \(EC\) No 45/2001 and Decision No 1247/2002/EC](#)

<sup>2</sup> [Regulation 31 \(EEC\) and 11 \(EAEC\) 14 June 1962 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community](#)

<sup>3</sup> [Decision 25 of SJU Administrative Board of 9 October 2009 on general implementing provisions on the procedure governing the engagement and the use of temporary agents at the SESAR Joint Undertaking](#)

<sup>4</sup> [Decision 27 of the SJU Administrative Board of 9 October 2009 on general implementing provisions on the procedure governing the engagement and the use of contract staff at the SESAR Joint Undertaking](#)

<sup>5</sup> [Decision 06 of SJU Administrative Board of 16 June 2016 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2\(f\) of the Conditions of Employment of other servants of the European Union](#)

<sup>6</sup> [Executive Director Decision 27 from 24 August 2009](#)

- EC Decision C(2008) 6866 of 10 November 2008 laying down rules on the secondment of national experts<sup>7</sup>

### Actors in the data collection

- **Controller:** The SESAR JU
- **Processor:** Administration and Finance Directorate – HR Sector

### How is SJU processing the personal data?

The data is collected electronically by the HR Sector and used by the HR team for the purposes of the selection process. Applicants send their CVs containing personal data to a functional mailbox created specifically for each vacancy notices. Members of the Selection Boards and the Appointing Authority receive from the HR Sector, the CVs by email and proceed with the evaluation of the candidates. Once the evaluation is concluded, the Appointing Authority receives the Recommendation of the Selection Board containing an evaluation of the applicants and the CVs of both pre-selected and non-selected candidates. The data is stored electronically and manually until their destruction.

### How do we protect and safeguard your information?

Data are stored:

- Paper files are stored in a locked cabinet in the HR sector's secured office until their destruction.
- Electronically in the SJU share drive and in the functional mailbox.

In both cases, access and control rights are restricted to the HR Sector.

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

- Staff of the SJU in charge of Human Resources;
- Members of Selection Boards;
- Appointing Authority (Executive Director of the SJU or Delegate);
- In case of reserve list, the Line Managers;

If appropriate, authorised staff from the EU bodies in charge of monitoring and inspection tasks will also be provided with access (e.g Court of Auditors, the Internal Auditor, the European Ombudsman, the Civil Service Tribunal, the European Anti-Fraud Office and the European Data Protection Supervisor).

### What are your rights and how can you exercise them?

The procedure to grant rights to data subjects includes:

- Access to the DPO's register of data processing operations;
- Requests from data subjects to the Data Controller to exercise their rights; as well as
- Detailed procedures to exercise the rights to **access, rectify, erase, block, object, notify to third parties of any rectification, erasure or blocking and not to be subject to a decision which produces legal effects concerning him or her or significantly affects him or her and which is based solely on automated processing of data** intended to evaluate certain personal aspects relating to him or her, unless such decision is expressly authorised pursuant to national or Community legislation or the European Data Protection Supervisor (as required by articles 14-16 of the IDPR).

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<sup>7</sup> [European Commission Decision C\(2008\) 6866 laying down rules on the secondment to the Commission of national experts](#)

Possible restrictions as laid down in Article 25 of the IDPR can apply, based on the assessment conducted on a case by case analysis, in particular where it is necessary to safeguard the rights of the data subjects and/or the rights and freedom of others.

### **For how long the data is retained?**

Data regarding recruited applicants will be kept for **ten** years after the last financial transaction or the termination of employment, the latest date prevailing.

Data regarding non-recruited applicants but placed on a reserve list will be kept for **five** years after the end of validity of the reserve list and possible extension

Data regarding non-recruited applicants will be kept for **five** years from the date the data subject becomes aware of the result of the selection procedure.

Data received through spontaneous applications will be kept for **two** years.

### **Complaints, concerns and recourse**

Any complaint or concern shall be addressed to:

- the data protection officer of the SJU: [sju.data-protection@sesarju.eu](mailto:sju.data-protection@sesarju.eu), , and
- the HR Sector at [hr@sesarju.eu](mailto:hr@sesarju.eu)

Data subjects have a right to recourse to the European Data Protection Supervisor (EDPS) at any time [edps@edps.europa.eu](mailto:edps@edps.europa.eu)