

## 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 IUE web-site and, if necessary, pre-selection tests 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.

The above data processing operations are carried out in compliance with the EUI's Data Protection Policy outlined in the [President's Decision No. 40 of 27 August 2013 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 data do we collect, for what purpose, under which legal bases and through which technical means?

#### Data concerned:

Personal data of candidates who apply for vacancies at the EUI and the names of the members of the Selection Board.

Candidates provide their personal data on a voluntary basis. However, all fields in the Application Form are mandatory and must be completed in full. The EUI reserves the right to disqualify candidates who do not complete the Application Form.

#### Purpose of the processing:

The processing operation is necessary for the selection procedure of the best qualified candidates according to the vacancy notice's requirements. The purpose is to organize selection procedures in view of potential recruitment as temporary and contract staff at EUI; to manage administratively applications and the different stages of these selection procedures; to manage and check the exploitation of reserve lists.

#### 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 preselection and other tests, i.e. address information: street, postcode, city, country, disabilities, 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, copies of relevant supporting documents;
- Candidate's letter of motivation;
- Personal details (i.e. civil status, places of residence over the previous 10 years, number of dependent children) provided by the candidates shortlisted for interview to allow the calculation of remuneration;
- Results to any language and competency tests conducted by the Institute;
- Distribution of overall statistics to ensure transparency of the procedure
- "Medical-fit-to-work" certificate is requested to the candidate who is offered a position, prior to final recruitment;
- 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.

For Selection Board members:

- Name (last name, first name)

### **Lawfulness of the processing:**

Processing is necessary for the performance of an institutional task of the EUI or a task carried out in the public interest on the basis of the EUI Convention. These procedures are carried out in accordance with Art. 27-34 (SR), Art. 12-15 (CEOS), Art. 82-84 (CEOS) and Annex III of High Council Decision n. 6/2014 of 5 December 2014 laying down the Service Rules of Administrative Staff, President's Decision 53/13 of 17 October 2013 adopting Guidelines to Competitions for Posts at the EUI and President's Decision 54/13 of 17 October 2013 adopting General Implementing Provisions for the use of the European Personnel Selection Office (EPSO) reserve lists (eRL and CAST databases) for staff selection procedures.

Before submitting their application form, candidates are asked to tick in a field, thereby confirming that by filling in the form they automatically authorise the European University Institute to process the personal data they provide for recruitment purposes only.

The processing of the above-mentioned data is necessary to:

- Organise selection procedures for recruiting temporary staff and contract staff as well as to establish a reserve list;

- Manage the applications sent by candidates;
- Verify if candidates fulfil the eligibility criteria;
- Pre-select candidates for written and oral test.

### **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 Personnel Service.
- 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.

### **3. Who has access to your personal data and to whom is it disclosed?**

Recipients include:

- Personnel Service (staff in charge of recruitment)
- Members of the Selection Board
- Appointing Authority (President/Secretary General)

### **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 a CD-ROM kept in a zone secured with access by magnetic badge.

Paper files are stored in locked file cabinet with restricted access on the premises of the Institute.

### **5. How long do we keep your data?**

Application documents are kept as long as needed for completing the above mentioned purpose, but no longer than necessary. After ten (10) years all relevant data is destroyed (unless specified otherwise below) with the exception of the Vacancy Notice, the List of Candidates, and the Report of the Selection Board, which are kept permanently.

- Non-recruited candidates in the reserve list  
Personal data will be kept for the validity period (including any extension) of the reserve list, with a maximum of ten (10) years.
- Candidates invited to the written and oral tests but not included in the reserve list

Personal data will be kept for at least two (2) years following the creation of the reserve list, with a maximum of ten (10) years.

- Candidates not invited to written and oral tests

Personal data will be kept for ten (10) years following the conclusion of the selection procedure.

- 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.

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

You have the right to access the personal data we hold regarding you (with the exception of the confidential reference letters provided directly by the referees) and to correct and complete them. Upon request and within three months from its receipt, you may obtain a copy of your personal data undergoing processing. Any request for access, rectification, blocking and/or erasing of your personal data should be directed to the Controller by at the [applyjob@eui.eu](mailto:applyjob@eui.eu). You will receive a reply within 30 working days of receipt of the request.

Applicants who have submitted an application using the online application form receive an automatic confirmation of registration via email. After the relevant deadline for submission, candidates can only modify their personal details (but not the application documents), or ask those to be deleted, by contacting the Personnel Service.

For your personal data managed by EPSO, please consult the Specific Privacy Statement on personal data protection within the framework of an open competition available on the EPSO website.

## 7. Technical Information

The EUI website and the webpage for online applications use cookies for session management. The session information used by this website may remain on your system after you leave the site or your browser is closed. You can disable cookies by modifying the settings in your browser's options. However, doing so will reduce the functionalities available to you (editing your profile).

## 8. Right of Recourse

- Remarks concerning the Data protection Policy can be addressed to the EUI's Data Protection Officer [[Data\\_Protection\\_Officer@EUI.eu](mailto>Data_Protection_Officer@EUI.eu)].
- You also have the right to have recourse to the Data Controller with simultaneous notification to the EUI's Data Protection Officer if you consider that your rights under EUI President's Decision No. 40/2013 or No. 11/2014 have been infringed as a result of the processing of your personal data by the EUI.



These complaints can be addressed to the Data Controller:

HR Director  
European University Institute,  
Villa Salviati  
Via Bolognese 156 - 50139 Firenze  
Italy  
E-mail: [applyjob@eui.eu](mailto:applyjob@eui.eu)

They should be notified simultaneously to the EUI's Data Protection Officer.