

Brussels, June 2020

**SPECIFIC PRIVACY STATEMENT
SRB Unit E2 - Human Resources Service
Recruitment Procedure**

1. Introduction

This statement concerns the processing operation identified as the "Recruitment Procedure".

The protection of your privacy, including your personal data, is of great importance to the Single Resolution Board (SRB).

This privacy statement explains the reason for processing, the way SRB HR collects, handles and ensures protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data.

The European institutions are committed to protecting and respecting your privacy. As the SRB HR collects and further processes personal data, Regulation (EU) 2018/1725¹, 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, is applicable.

2. Type, purpose and means of collecting of data

The personal data processed during the selection phase are necessary to identify the candidate (eg. first name, last name, date of birth, gender, nationality), to allow the practical organisation of the tests (eg. phone number, email) and to evaluate the eligibility, the expertise and the profile of applicants. This allows the selection of and retention for a limited time on reserve lists of the most suitable candidates for the open positions.

The Single Resolution Board (SRB) hereby provides you the data subject with the following information:

- a. The controller is the Head of Unit Resources.
Email: SRB-RECRUITMENT@srb.europa.eu

¹ 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) 45/2001 and Decision No 1247/2002/EC, OJ L 295/39, 21.11.2018, p. 1

- b. The categories of data collected and used for the processing operations are as follows:
- Personal details: first name, last name, date of birth, gender, nationality, phone number, email;
 - Work experience: including for each experience, start & end dates, position/title held, main activities & responsibilities, name & address of the employer, type of business;
 - Education & training: including for each course, start & end dates, titles, qualifications, diploma (level in the national and/or international classification), main study subjects, name of the organisation providing the education or the training;
 - Languages: including for each language, the level of understanding, listening, reading comprehension, spoken proficiency, written proficiency and details about the courses attended;
 - Personal skills and competences (if applicable): technical, organisational, social, artistic, etc.;
 - Additional information: any other information that may be relevant (eg. personal data of contact persons, references, etc.).

The SRB reserves the right to request the submission of the relevant documentary evidence for the above-mentioned criteria on the day of the assessment.

Data is submitted to the SRB electronically via the CV-online tool managed by the European Commission/EPPO and a functional mailbox managed by the SRB (SRB-RECRUITMENT@srb.europa.eu).

3. Access and disclosure of data

a. The recipients of personal data are:

- The personnel in the HR service in charge of the recruitment procedure;
- The personnel in the financial team and the PMO service (European Commission) in charge of the reimbursement of travel costs (only partial access);
- The members of the Selection Panel (internal and external members);
- The personnel in the SRB's IT services, who ensure the functioning of e-mail services via the SRB servers and who assist the SRB HR in the organisation of interviews, oral presentations and written tests, as needed;
- The Appointing Authority- the Chair of the SRB;
- Certain administrative details may be disclosed, in compliance with the relevant current legislation and established case law and on a temporary basis to the Internal Audit Service, the Court of Auditors, the European Ombudsman, the Civil Service Tribunal and the European Data Protection Supervisor, the members of SRB's legal service, the European Commission DG Human Resources and Security services in charge of Appeals and Case monitoring, Middle Management, competent external legal service providers contracted by the SRB, competent external provider organizing assessment centres for middle management selections;

- SRB Heads of Unit may request access to CVs and results of the evaluation of the candidates placed on the reserve list if they have vacancies in their unit with similar profile of the established reserve lists.

b. Your rights with respect to your data:

You have the right to request from the Data Controller access to and rectification or erasure of personal data or restriction of processing concerning your data or, where applicable, the right to object to processing or the right to data portability. For this purpose, please send an email to SRB-RECRUITMENT@srb.europa.eu.

The right of rectification can only apply to factual data processed.

With regard to right of rectification, please be informed that you have the right to update, rectify or erase any data identifying your person, anytime during the procedure.

However, data related to the eligibility criteria can be completed and corrected before the deadline for submission of the applications but, for the purpose of the selection procedure, once the deadline has elapsed, this data cannot be rectified anymore.

Considering the confidential nature of the proceedings of the Selection panel and the established case law, access to personal data may be limited. You may therefore ask for information relating to your evaluation results but no access will be granted either to the comparative assessment concerning other applicants or to the individual opinions of the members of the Selection Panel.

Withdrawal of applications is possible at any time. Personal data will be kept by the SRB HR until closure of the recruitment procedure and then data will be deleted.

4. Retention period

Data pertaining to applicants who were invited for assessment during the course of a given selection procedure will be kept for a maximum period of 5 years following the conclusion of the selection procedure.

Data related to applicants not invited for assessment will be kept for a maximum period of 5 years (i.e.: from the date when the applicant received the notification letter).

For non-recruited candidates from the reserve lists, the data will be deleted after the expiry of the reserve lists (maximum 2 years).

For unsolicited applications, the data will be kept for a maximum period of 2 years.

5. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of personal data, please feel to contact the Data Controller using the following mailbox: SRB-RECRUITMENT@srb.europa.eu.

The SRB Data Protection Officer is at your disposal for any clarification you may need on your rights under Regulation (EU) 2018/1725: SRB-DPO@srb.europa.eu.

In case of conflict, complaints can be sent to the European Data Protection Supervisor: edps@edps.europa.eu.

6. Legal basis

- Regulation (EU) No 806/2014 of the European Parliament and of the Council of 15 July 2014;
- Decision on the Implementing Rules on the engagement and use of temporary agents adopted on 23/05/2015;