



**European Committee
of the Regions**

PRIVACY STATEMENT

SECONDMENT OF SECONDED NATIONAL EXPERTS

1. Short Description

As part of the selection and secondment of national experts seconded to the European Committee of the Regions (CoR), personal data are processed in accordance with Regulation No 45/2001 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.

By validating your application, you consent your personal data to be processed in accordance with the procedure described in this privacy statement.

2. Who is responsible for the processing of personal data?

The European Committee of the Regions (CoR) is responsible (as controller) for the processing of personal data.

The responsible service is the Recruitment and Career Unit.

Contact: Head of the Recruitment and Career Unit
European Committee of the Regions
Directorate for Human Resources and Finance
Rue Belliard/Belliardstraat 101
1040 Bruxelles/Brussel
BELGIQUE/BELGIË
recruitment@cor.europa.eu.

3. What is the purpose of the processing?

The purpose of the processing of your personal data provided as part of an application (database of unsolicited applications available on the CoR internet site), mentioned in your CV and/or required by the competent body during the secondment process, is to enable the selection and secondment of experts of the highest standard of ability, efficiency and integrity, satisfying the eligibility conditions set out in Article 1 of Decision No 438/2015 of 26 August 2015 on the rules applicable to national experts seconded to the European Committee of the Regions; to draw up the recruitment file, which forms the basis of the future personal file; and to enable the successful candidate's personal data to be entered into the electronic human resources management programmes.

4. What is the legal basis for the processing?

Decision No 438/2015 of 26 August 2015 on the rules applicable to national experts seconded to the European Committee of the Regions.

5. What personal data are processed?

The personal data processed in the context of a selection and secondment procedure for a national expert are as follows:

- CV (provided by each candidate when signing up to the CoR's database of unsolicited applications; in some cases, the CV can be sent by the candidate's national permanent representation), containing the candidate's name, contact details, information on professional and academic background, nationality, date of birth, and in some cases (chosen by the candidate), their marital status and/or a personal photo.
- Internal documents relating to the selection procedure (memo relating to the sending of CVs of candidates who have confirmed their interest and availability for secondment to the CoR; internal memos, evaluation grids, summary memo drafted by the person responsible in the requesting service).
- Official documents to verify the successful candidate's formal eligibility (which the candidate must provide before the start of the secondment process itself), which will be incorporated into the successful candidate's administrative file (secondment procedure). The documents are provided by the candidate and must contain all elements relating to the candidate's academic and professional background. The file shall also include a statement from the current employer certifying that the candidate for secondment has worked there for at least 12 months, and that the employer shall undertake to continue to pay their salary and guarantee their social rights throughout the entire period of secondment to the CoR. All candidates for a secondment within the CoR must also complete a written declaration and a form attesting to the absence of a conflict of interests.
- The file must also include the relevant documents (financial identification form and legal entity form) to enable any allowances to be paid to the expert.

6. Who are the recipients or categories of recipients of your personal data?

- CV, memo upon sending CVs, internal memos, summary memo, evaluation grids, secondment request: Recruitment and Career Unit, members of the selection panel, head of the requesting service and their director, director and/or deputy director of the Directorate for Human Resources and Finance, and, where appropriate, head of the secretary-general's private office, secretary-general.
- Documents related to the secondment procedure (in addition to the documents mentioned in the previous point, also comprising (where applicable): official letters to the successful candidate's permanent representation, official letters to the successful and unsuccessful candidate(s), information concerning the successful candidate's education and professional experience, the written declaration and the form attesting to the absence of a conflict of interests, the extract from the judicial record, a copy of an identity document, and any other relevant document to verify compliance with the conditions laid down in Article 1 of Decision No 438/2018 on the secondment of national experts to the CoR) and the draft secondment decision: competent initiating financial and operational officers, competent financial and operational verifying agents, competent authorising officer by (sub)delegation, director (and/or deputy director) of the Directorate for Human Resources and Finance, head of the secretary-general's private office, secretary-general (AECE), and Internal Audit Service.
- Entry into the human resources management system (SysPer) – comprising basic information to enable the card giving access to buildings and to electronic tools (shared disks, email etc.) to be created: Security Service, IT Service

7. Are your personal data transferred to a third country or international organisation?

No

8. How can you exercise your rights?

- You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to object to the processing of your data and to request the deletion of your personal data (if processed unlawfully).
- Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability). You also have the right to withdraw your consent at any time.
- You can direct your queries to recruitment@cor.europa.eu. The query will be dealt with within 15 working days.
- You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation No 45/2001 have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

- Unsolicited applications registered in the CoR database and which have not been updated by the candidate for at least six months are automatically deleted after one year (automated process put in place by the IT Unit).
- Documents relating to the selection procedure (CV, evaluation grids) are kept by the Recruitment and Career Unit for a period of five years following the dispatch of rejection letters to unsuccessful candidates. This data retention period is necessary to respond to any requests from the Internal Audit Service, the Court of Auditors or the Court of Justice. The memo upon sending CVs, the memo summarising the procedure followed and all information related to your surname(s), forename(s), sex and nationality are retained indefinitely for historical and statistical purposes.
- The successful candidate's personal data are entered into the human resources management programmes, incorporated into their personal file and retained for 12 years. This period is in line with the timescale set out in Decision No 438/2015, at the end of which an expert who was seconded to the CoR for six years may be seconded again. The processing of personal data and the length of time these data are stored in the personal file is the subject of a specific privacy statement.
- The original criminal record is kept for a maximum of 2 years.
- In any event, the personal data of each seconded national expert at the CoR shall be kept for a period of 12 years after leaving the CoR.

10. Are the personal data collected used for automated decision-making, including profiling?

No

11. Will your personal data be further processed for a purpose other than that for which data have been obtained?

The memo upon sending CVs, the memo summarising the procedure followed and all information related to your surname(s), forename(s), sex and nationality are retained indefinitely for historical and statistical purposes.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the data controller, recruitment@cor.europa.eu.

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu) at any time.
