



European Committee
of the Regions

DATA PROTECTION NOTICE

PROVISION OF TEMPORARY AGENCY WORKERS VIA AN INTERIM AGENCY

1. Introduction

The European Committee of the Regions (CoR) is committed to respecting and protecting your personal data in accordance with [Regulation \(EU\) 2018/1725 \(EUDPR\)](#).

Your personal data may be collected and processed in the context of requests to make temporary agency workers available to the services of the CoR through an interim agency (via a framework contract).

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

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

The responsible service (delegated controller) is the Recruitment and Career Unit.

Contact: Cdr.interimaires@cor.europa.eu.

3. What is the purpose of the processing?

The purpose of the processing of the personal data provided by the acting agency, mentioned in a candidate's CV and/or required by the Recruitment and Career Unit for the purpose of making available an interim worker, is to ensure the selection of the persons with the highest standards of competence, efficiency and integrity with a view to carrying out the tasks foreseen during the acting assignment, while allowing the competent service to prepare employment contracts, ensure payment of the services, encode the necessary information on the successful candidate in the electronic human resources management tools and answer, if necessary, any questions from service providers about their past tasks.

4. What is the legal basis for the processing?

The legal basis for the processing is:

- Article 5(1)(b) of the EUDPR, according to which for compliance with a legal obligation to which the controller is subject;
- Interinstitutional framework contract for the provision of temporary agency workers HR/R3/PR/2014/078-2, and in particular Articles I.11.4 and II.6.1.

5. What personal data are processed?

The personal data processed in the context of a procedure for making a temporary worker available to the CoR services are as follows:

- CV (provided by the agency on the basis of the document submitted by each candidate upon registration with the acting agency), address, date of birth and nationality (if these elements are missing from the CV)

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

- CV: recruitment and Career Unit and, where applicable, responsible for the requesting department.
- Address, date of birth, nationality (evidence on order forms, service requests and invoices): managers of the Recruitment and Career Unit, competent financial and operational agents, competent financial and operational auditors, authorising officer (sub)delegate responsible, CoR accounting department, security service (who only has the name of the person); internal Audit Service (in case of control).

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

No, your personal data are not transferred to non-EU Member States or to international organisations

8. How to 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 request the deletion of your personal data (if processed unlawfully) and, where applicable, the right to data portability. You have the right to object to the processing of your data on grounds relating to your particular situation, at any time.

– For data managed by the interim agency – by contacting the competent agency directly. For the data processed and stored by the CoR, you can send your requests to Cdr.interimaires@cor.europa.eu. Your query will be dealt without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

- You have the right to refer the matter to the European Data Protection [Supervisor \(edps@edps.europa.eu\)](mailto:edps@edps.europa.eu) if you consider that your rights guaranteed by the EUDPR have been infringed as a result of the CoR's processing of your personal data.

9. How long are your personal data stored?

- Encoding in the human resources management system and storing in any other relevant form personal data, in order to enable the reconstitution of your career taking into account all the contracts that you may have had in the past require storing your personal data for a period of 40 years.

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

No, the CoR will not use your personal data to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

11. Will your personal data be further processed for a purpose other than that for which it was collected?

No, however anonymized data is kept indefinitely for historical and statistical purposes.

12. Who should I contact if I have a question to ask or a complaint to make?

If you have any further questions regarding the processing of your personal data, please contact the data controller at Cdr.interimaires@cor.europa.eu.

You can also contact the CoR Data Protection Officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor anytime.