



European Committee
of the Regions

Record of processing activity – Working document

Internal competition 2024

PART 1 - Record

1. General Information

Reference number	RE2-16
Last update	01/10/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	intcomp2024@cor.europa.eu
Joint controller	The European Personnel Selection Office (EPSO) and the Committee of the Regions (CoR) jointly process personal data in the context of the organisation of the internal competition No CDR/INT/03/24 and have signed a joint controllership arrangement (JCA) for that purpose.
Joint controllership arrangement	RE2-16
DPO contact details	data.protection@cor.europa.eu
Processor(s)	Prometric Hudson Isograd Cammio
Data processing agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>Personal data will be collected and processed solely for the purpose of organising the internal competition No CDR/INT/03/24 and establishing and managing the resulting reserve lists, from which the CoR can recruit officials.</p> <p>In particular, your personal data will be processed for the:</p> <ul style="list-style-type: none">- collection of application forms and supporting documents from candidates linked to their participation in the internal competition and allowing the jury members to check their compliance with the eligibility criteria,- organisation of tests at different stages of the internal competition,- drawing up of a reserve list of successful candidates, and future possible recruitment
Categories of persons whose personal data are processed	Candidates of the internal competition No CDR/INT/03/24, namely staff members who register as applicants for the competition.
Categories of personal data processed	a. Personal data allowing identification of the candidate (family name, first name, name at birth, date and place of birth, gender, number and validity date of identification document,

	<p>national number, email address).</p> <p>b. Information provided by the candidate to allow practical organisation of tests (address, postcode, city, country, telephone numbers, languages for correspondence).</p> <p>c. Information provided by the candidate concerning special needs.</p> <p>d. Results of tests, including data concerning the candidates' skills and competencies.</p>
<p>Recipients of the personal data</p>	<p>Authorised staff of EPSO and CoR for the purposes of administering and operating the IT system, which facilitates the processing operation. This access shall be subject to ID and password requirements.</p> <p>Other recipients will be:</p> <ul style="list-style-type: none"> • Selection boards, statutory assessors (examiners serving in an advisory capacity) and EPSO staff: for the purpose of assessing candidates' eligibility and comparative merits, and for providing assistance to the selection boards, respectively. • Legal services of the appointing authority concerned: in case of an administrative request or complaint and/or a judicial appeal to the EU Courts. • IAS upon request, and limited to what is necessary for official investigations or for audit purposes. • European Ombudsman: upon request, and limited to what is necessary for official investigations and enquiries. <p>Each Party shall inform all other Parties about any transfers of personal data to the recipients in third countries or international organisations.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No, personal data are not transferred to non-EU member states or to international organisations.</p>
<p>Retention period of the personal data</p>	<p>Documents relating to the competition procedure (including those relating to the rejected applicants) will be kept by the responsible department in the administration for five years following publication of the reserve list (this period is justified by the need to be able to respond to a possible audit procedure or appeal). The application files of unsuccessful candidates, comprising their CV, their supporting documents, the copy of their diploma and the assessment grids concerning them, will automatically be destroyed after five years. The names of all applicants, including those excluded at any stage in the procedure, will however still be recorded in the selection board's minutes indefinitely, for statistical and historical reasons.</p> <p>With regard to successful candidates who have not been recruited by the time the reserve list expires, documents concerning them that were obtained when they registered for the competition will be kept for two years after the list expires.</p> <p>With regard to successful candidates who are recruited, the documents concerning their eligibility for the competition, their</p>

	<p>application file and a copy of the reserve list will be placed in their personal files.</p> <p>Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).</p> <p>Once the retention period has elapsed, the documents will be destroyed.</p>
General description of security measures, where possible	<p>All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractors. The Commission's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the Commission, and by the confidentiality obligations.</p>
Data protection notice	Published internally