



European Committee  
of the Regions

## Record of processing activity – Working document

### Recruitment - interim

#### PART 1 - Record

#### 1. General Information

Reference number	RE2-11
Last update	31/12/2001
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	Cdr.interimaires@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	N/A
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	N/A
Data processing agreement	N/A

#### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<ul style="list-style-type: none"><li>- Selection of persons with the highest standards of competency, efficiency and integrity to perform the duties planned during the interim assignment;</li><li>- Encoding the personal data of the successful candidate in the electronic human resources management tools;</li><li>- Reconstitution of the career of the staff member concerned and verification of past performance, if necessary.</li></ul>
Categories of persons whose personal data are processed	<p>The different categories of persons concerned by or involved in the processing of data in the selection and recruitment procedure are as follows:</p> <ul style="list-style-type: none"><li>- applicants registered with the acting agency pre-selected by the agency for a possible interim assignment to the CoR;</li><li>- the successful candidate.</li></ul>
Categories of personal data processed	<p>The personal data processed in the context of a procedure for making temporary agency workers available 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)</p>
Recipients of the personal data	<p>CV: recruitment and Career Unit and, where applicable, responsible for the requesting department.</p>

	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).
Transfers of personal data to a third country or an international organization	No.
Retention period of the personal data	The encoding in the human resources management system and the retention in any other relevant form of personal data allowing the reconstruction of the career of the acting agent concerned requires the retention of the personal data for a period of 40 years.
General description of security measures, where possible	Concerning physical files Personal data shall be stored in locked cabinets located in the offices of the managers of the Recruitment and Career Unit.  Concerning electronic files The data encoded in the human resources management system are kept for historical and statistical purposes for an indefinite period.
Data protection notice	Published internally.