



European Committee  
of the Regions

## Record of processing activity – Working document

### Seconded National Experts

#### PART 1 - Record

##### 1. General Information

Reference number	RE2-8
Last update	19/08/2023
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	recruitment@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	N/A
Data processing agreement	Available internally

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

Purpose(s) of the personal data processing	<ul style="list-style-type: none"><li>- Selection and secondment of experts with the highest standards of competence, efficiency and integrity meeting the eligibility conditions specified in Article 1 of Decision 438/2015 of 26 August 2015 on the rules applicable to national experts seconded to the CoR services;</li><li>- Establishment of a secondment file as the basis for the future personal file;</li><li>- Encoding the personal data of the successful candidate in the electronic human resources management tools.</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 secondment procedure are as follows:</p> <ul style="list-style-type: none"><li>- candidates who submit a spontaneous application for secondment with or without charge to the CoR or whose application has been communicated to the administration by a Permanent Representation (whether selected by the selection panel for secondment or not);</li><li>- the successful candidate.</li></ul>
Categories of personal data processed	<p>The personal data processed in the context of a selection and recruitment procedure are as follows:</p>

	<ul style="list-style-type: none"> <li>- CV (provided by each candidate when registering in the CoR spontaneous application database; in some cases, the CV may be submitted by the Permanent Representation of the candidate's country of origin, containing the name, contact details, information on the candidate's academic and professional background, nationality, date of birth, and, in some cases (chosen by each candidate), marital status and/or a personal photo.</li> <li>- Internal documents relating to the selection procedure (transmission note of CVs of candidates who have confirmed their interest and availability for a secondment to the CoR; internal notes, evaluation grids, summary note drawn up by the person in charge of the requesting department)</li> <li>- Official documents to verify the formal eligibility of the successful candidate (which the person concerned must provide before the start of the secondment process as such) which will then be included in the administrative file of the successful candidate (secondment procedure). The documents are provided by the applicant and must include all the elements relating to his academic and professional background. The file must also include a certificate from the current employer to certify that the candidate for the secondment has been in his service for at least 12 months and that the employer undertakes to continue to pay him/her and to ensure his social rights throughout the duration of the secondment to the CoR. All candidates for a secondment to the CoR must also complete a declaration on honour and a non-conflict of interest form.</li> <li>- The file must also include the relevant documents (financial identification and legal identity card) to ensure the possible payment of compensation to the expert.</li> </ul>
<p>Recipients of the personal data</p>	<ul style="list-style-type: none"> <li>- CV, CV transmission note, internal notes, summary note, evaluation grids, request for secondment: recruitment and Career Unit, members of the selection panel, Head of the requesting department and its Director, Director and/or Deputy Director, Human Resources and Finance Directorate, and, where applicable, the Head of the Cabinet of the Secretary-General, Secretary-General.</li> <li>- Documents relating to the secondment procedure (including, in addition to the documents mentioned in the previous paragraph, also (if applicable) the official letters to the permanent representation to which the successful candidate belongs, the official letters to the successful candidate and those who have been excluded, the information relating to the studies and professional experience of the successful candidate, the declaration on honour and the absence of a conflict of interest form, the extract from the criminal 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 438/2015 governing the secondment of national experts to the CoR services and the draft secondment decision: competent initiating financial and operational staff, competent financial and operational auditors, authorising officer (sub)delegate responsible, Director (and/or Deputy Director) of the Directorate for Human Resources and Finance, Head of the Cabinet of the Secretary-General, Secretary-General (AECE) and the Internal Audit Service.</li> <li>- Encoding in the human resources management system (SysPer) – including basic elements to create the access card to buildings and electronic tools (shared disks, e-mail, etc.): security</li> </ul>

	Service, IT Service
Transfers of personal data to a third country or an international organization	No
Retention period of the personal data	<ul style="list-style-type: none"> <li>- Spontaneous applications registered in the CoR database that have not been updated by candidates for at least six months are automatically deleted after one year (automated process, set up by the IT unit).</li> <li>- The documents relating to the selection procedure (CV, evaluation grids) are kept by the Recruitment and Career Unit for a period of 5 years after sending negative letters to the candidates concerned with a view to possible secondment, but not accepted. This data retention period is necessary in order to respond to any requests from the Internal Audit, the Court of Auditors or the Court of Justice. The CVs transmission note, the summary note of the procedure followed and all information relating to your surname(s), first name(s), gender and nationality are kept for an indefinite period for historical and statistical purposes.</li> <li>- The personal data of the successful candidate are encoded in the human resources management tools, integrated into his personal file and kept for a period of twelve years. This period corresponds to the duration provided for in Decision No 438/2015, at the end of which an expert who has been seconded for 6 years to the CoR services can benefit from a new secondment. The processing of personal data and the duration of storage of such data in the personal file shall be subject to a specific privacy statement.</li> <li>- In any case, the personal file of each national expert seconded to CoR services shall be kept for a maximum period of 12 years following his/her departure from the CoR.</li> </ul>
General description of security measures, where possible	<p>Concerning physical files The personal data shall be stored in locked cabinets located in the offices of the managers of the Recruitment and Career Unit. Access to a third party's personal file is strictly limited.</p> <p>Concerning electronic files</p> <ul style="list-style-type: none"> <li>- Spontaneous applications registered in the CoR database which have not been updated by candidates for at least six months are automatically deleted after one year (automated process, set up by the IT unit), including the file of the successful candidate for secondment to the CoR.</li> <li>- Certain administrative documents (convocations, letters, internal notes) and documents in the personal file are also kept on an electronic medium (shared disks, functional mailboxes, electronic personal file) by the managers of the Recruitment and Career Unit during the deadlines indicated in paragraph 10 above. Access to electronic tools is strictly limited to competent staff. The holder of the file shall be informed by the electronic tool of any consultation of a personal file by a third party.</li> </ul>
Data protection notice	Published internally

