



European Committee
of the Regions

Record of processing activity – Working document

Spontaneous applications

PART 1 - Record

1. General Information

Reference number	RE2-13
Last update	01/10/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.2 Recruitment and career
Contact details	recruitment-official@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	data.protection@cor.europa.eu
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	Creation of a database of spontaneous applications allowing the institution to consider, for any temporary/contractual staff posts or secondments of national experts, persons with the highest standards of competence, efficiency and integrity satisfying the eligibility conditions laid down in Articles 12 (temporary staff) and 82 (contract staff) of the Conditions of Employment of Other Servants of the European Union and Article 1 of Decision 348/2015 on the secondment of seconded national experts in order to fill the vacancy of a post included in the staffing table annexed to the section of the CoR budget (for temporary staff) to respond to a need for a recruitment contract.
Categories of persons whose personal data are processed	Candidates who submit an unsolicited application as prospective temporary/contract staff or with a view to be seconded as national experts to the CoR services.
Categories of personal data processed	Electronic spontaneous application (when registering in the CoR spontaneous application database): gender, surname, first name, postal and electronic address, telephone number, date of birth, nationality, level of education, languages mastered, computer skills, information on the success of certain selections organised by the European Personnel Selection Office (EPSO), as well as a selection of services in which the candidate wishes to express his or her interest as a matter of priority. The application also includes a CV that each

	<p>candidate must attach to his/her spontaneous application. The CV, as well as any application in electronic or paper form, may also include other personal data that the applicant wishes to freely communicate to the institution (family situation, photo, etc.).</p>
<p>Recipients of the personal data</p>	<ul style="list-style-type: none"> - Spontaneous application registered in the database provided for this purpose (for temporary/contractual staff or for national experts): recruitment and Career Unit and, where applicable, the Internal Audit Service or the Court of Auditors (in case of audit). - Documents relating to the spontaneous application (CV): recruitment and Career Unit, members of a possible selection panel. <p>The following data shall be deleted from each CV by the Recruitment and Career Unit prior to its transmission to the selection panels: personal details of the applicant, date of birth, nationality, family status. The CV contains only the surname, first name and all relevant information about the academic and professional background of the candidate.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No</p>
<p>Retention period of the personal data</p>	<ul style="list-style-type: none"> - 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). - Documents relating to spontaneous applications taken into account in a selection procedure (CV, all documents relating to any tests and assessment grids) are kept by the Recruitment and Career Unit for a period of 5 years after sending negative letters to unsuccessful candidates. 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. - The personal data of the successful candidate are encoded in the human resources management tools, integrated into his personal file and kept throughout his/her career at the CoR. The processing of personal data and the duration of storage of such data in the personal file shall be the subject of a specific notification. In the event of a new recruitment in another institution, the personal file and all the data relating thereto shall be transmitted in full to the host institution at its request. - In any case, the personal file of each member of staff shall be kept, for temporary and contract staff, for a maximum period of 10 years following their departure from the CoR, and for 12 years in the case of a seconded national expert.
<p>General description of security measures, where possible</p>	<p>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).</p>

	All those that have been updated during the last six months remain in the database, but are not used and no personal data processed.
Data protection notice	Published internally