



European Committee
of the Regions

DATA PROTECTION NOTICE

SELECTION AND RECRUITMENT OF TEMPORARY AND CONTRACT STAFF

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 for the selection and recruitment of non-permanent staff (temporary and contract staff) at the CoR.

2. Who is responsible 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: recruitment@cor.europa.eu.

3. What is the purpose of the processing?

The purpose of the processing of your personal data provided as part of an application, mentioned in your CV, in your EPSO profile (for CAST procedures) and/or required by the competent body during the recruitment process, is to enable the selection and recruitment of persons of the highest standard of ability, efficiency and integrity, in response to a call for expression of interest or a recruitment notice. Your data, as contained in the application you submitted, is recorded in the in-house online application tool, HR eForms.

Additionally, your data is processed to draw up the recruitment file, which forms the basis of the personal file and to enable the successful candidate's personal data to be entered into the electronic human resources management programmes.

The collection of certain information about your visit to the CoR website is necessary in order to improve the configuration of the IT infrastructure and security of the websites. More anonymised information is furthermore used to improve the site content and design, and to better suit our users' needs.

4. What is the legal basis for the processing?

The legal bases for the processing are:

- Article 5(1)(b) of the EUDPR according to which the processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 5(1)(d) of the EUDPR, according to which "the data subject has given consent to the processing of his or her personal data for one or more specific purposes";
- the Conditions of Employment of Other Servants of the European Union, including articles 12 and 82;
- Decision No 31/2018 on general implementing provisions relating to the engagement of temporary staff at the CoR ;
- Decision No 93/2014 on general implementing provisions relating to the classification in step upon recruitment of officials or engagement of temporary staff;
- Decision No 92/2014 on general implementing provisions relating to procedures governing the employment conditions of contract staff at the CoR.
- The processing of special categories of personal data is based on Article 10(2)(a) EUDPR i.e., where you as candidate have given explicit consent to the processing of those personal data for the purposes set out in this data protection notice and Article 10(2)(b) EUDPR i.e., the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment.

5. What personal data are processed?

The personal data processed in the context of a selection and recruitment procedure are as follows:

- Information provided in the application form submitted by the candidate via HR eForms. This form typically comprises the candidate's name, gender, contact details (address, email address, and phone number), nationality, place and date of birth, details on professional and academic background, and knowledge of languages, and any additional information the candidate might decide to include in the replies to the three questions contained in the application form. It also includes the candidate's CV and motivation letter, which may contain additional personal data such as marital status and/or a personal photo, although not requested by the CoR.
- Internal documents relating to the selection procedure: minutes drawn up following the publication of a call for expression of interest or recruitment notice, memo upon sending CVs, evaluation grids, summary note drafted by the person responsible in the requesting service, form requesting recruitment, medical fitness, where applicable.
- Official documents to compile the administrative file of the successful candidate (recruitment procedure). The documents are provided by the candidate and must contain all elements relating to the candidate's academic and professional background. Unless otherwise stated, the recruitment file must also include a medical fitness report and an extract from the judicial record. All candidates for a post within the CoR must also complete a written declaration and a form attesting to the absence of a conflict of interests.
- Some candidates decide to also enclose supporting documents relevant for the future establishment of their individual rights. As these documents are not relevant for the selection and recruitment procedures, they are directly forwarded to the competent service without being processed or kept by the Recruitment and Career Unit.
- Information related to special assistance requests: any details you provide regarding accessibility or support needs. To ensure that candidates with disabilities, special needs or a medical condition can take part in our selection procedures on an equal basis with other candidates, you may choose to share information about any accessibility or assistance requirements you have (for example, mobility support or other adjustments) via the dedicated section of the application form and/or by sending an email to recruitment@cor.europa.eu. Providing this information is entirely voluntary. As it may

include details about your health, it will be treated as special category data under data protection law (legal bases: article 5(1)(d) and article 10(2)(a) EUDPR). We will process this information only with your explicit consent, solely for the purpose of ensuring appropriate arrangements. It will be deleted when no longer needed.

Candidates should not provide special categories of personal data (e.g. data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs) unless such information is expressly required as part of the recruitment process. Any sensitive data requested will be processed only for the specified purpose and based on the applicable legal basis.

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

- CV, memo upon sending CVs, internal memos, summary memo, evaluation grids, recruitment request: Recruitment and Career Unit, members of the selection panel, head of the requesting service and their director, director and/or deputy director of the Directorate for Human Resources and Finance, and, where appropriate, head of the Secretary-General's private office, Secretary-General. Additionally, IIT staff and service providers administering the HR eForms platform for the Committees might access your application when required for the performance of necessary maintenance and troubleshooting.
- Documents related to the recruitment procedure (in addition to the documents mentioned in the previous point, also comprising (where applicable) i.e., official letters to the successful and unsuccessful candidate(s), information concerning the successful candidate's education and professional experience, medical fitness, the written declaration and the form attesting to the absence of a conflict of interests, the extract from the judicial record, a copy of an identity document, and any other relevant document to verify compliance with the conditions laid down in Articles 12 (temporary staff) and 82 (contract staff) of the CEOS) and the appointing decision: competent initiating financial and operational officers, competent financial and operational verifying agents, competent authorising officer by (sub)delegation, director (and/or deputy director) of the Directorate for Human Resources and Finance, head of the Secretary-General's private office, Secretary-General (Appointing Authority), the Internal control and LAM office, and Internal Audit Service.

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

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

8. How can you 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.

You can direct your queries to recruitment@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 of recourse to the European Data Protection Supervisor through the dedicated [contact form](#) if you consider that your rights under the EUDPR have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

- Candidates' applications, as well as the information and documents therein contained, are stored in the HR eForms database for a period of 5 years since the start of the application period for the selection procedure concerned. All documents relating to any tests and the evaluation grids are kept by the Recruitment and Career Unit for a period of five years following the dispatch of rejection letters to unsuccessful candidates. The memo upon sending CVs, the memo summarising the procedure followed and all information related to your surname(s), forename(s), sex and nationality are retained indefinitely for historical and statistical purposes.
- The successful candidate's personal data are entered into the human resources management programmes and incorporated into their personal file. The processing of personal data and the length of time these data are stored in the personal file is the subject of a specific data protection notice. When recruited by another institution, the personal file and all related data should be transmitted in full to the new institution upon request.
- In any event, the personal file of each temporary/contract staff member shall be kept for ten years after leaving the CoR, unless the member of staff has been employed by another institution after the end of their employment at the CoR and has therefore requested the transfer of their personal file to the new institution. In this case, the file is transferred in full to the new institution.

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 data have been obtained?

No, however your personal data submitted via the online application module HR eForms may be used to compile anonymised statistics concerning calls for expression of interest to perform analysis and forward planning in the area of human resources management at the CoR.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the data controller, recruitment@cor.europa.eu.

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor through the dedicated [contact form](#) at any time.