



European Committee
of the Regions

Record of processing activity – Working document

Recruitment - agents

PART 1 - Record

1. General Information

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| Reference number | RE2-10 |
| Last update | 04/10/2024 |
| 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 | N/A |
| DPO contact details | data.protection@cor.europa.eu |
| Processor(s) | N/A |
| Data processing agreement | N/A |

2. Purpose and description of the personal data processing

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| Purpose(s) of the personal data processing | <p>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.</p> <p>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.</p> <p>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.</p> |
| 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">- candidates who submit a spontaneous application for a temporary or contract staff post within the CoR or who have been identified by the CoR on the EPSO recruitment portal (whether they |

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| | <p>are then selected by the selection panel for an interview or not);</p> <ul style="list-style-type: none"> - the successful candidate. |
| <p>Categories of personal data processed</p> | <p>The personal data processed in the context of a selection and recruitment procedure are as follows:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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| <p>Recipients of the personal data</p> | <p>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.</p> <p>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.</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> | <p>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.</p> <p>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.</p> <p>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.</p> |

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| <p>General description of security measures, where possible</p> | <p>Concerning physical files Personal data shall be stored in locked key 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 Electronic application files, certain administrative documents (convocations, letters, internal notes, classification in grade/grade, etc.) and documents in the personal file are also kept on an electronic medium (shared disks, functional mailboxes, database developed for the registration of electronic applications, electronic personal file) by the managers of the Recruitment and Career Unit during the deadlines indicated in point 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.</p> |
| <p>Data protection notice</p> | <p>Published internally</p> |