



## Selection of Seconded National Experts (SNE)

### DATA PROTECTION NOTICE

The processing activities related to your data are needed for the recruitment procedures of national experts from national public administrations for the needs of the EDPS and EDPB Secretariat. SNEs are entitled to specific rights, benefits and allowances under the Staff Regulation once they are recruited.

We process your personal data based on Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter "the Regulation").

We provide you with the information that follows based on Articles 15 and 16 of the Regulation.

#### Who is the controller?

European Data Protection Supervisor (EDPS)  
Postal address: Rue Wiertz 60, B-1047 Brussels  
Office address: Rue Montoyer 30, B-1000 Brussels  
Telephone: +32 2 283 19 00  
Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

Responsible department or role:  
HRBA Unit, [sne@edps.europa.eu](mailto:sne@edps.europa.eu)

Contact form for enquiries on processing of personal data to be preferably used:  
<https://edps.europa.eu/node/759>.

#### What personal data do we process and who can access it?

We process the data contained in the application of every person who sent his/her application to the "SNE" mailbox:

For the selection:

- Data identifying the applicant and contact details (name, first name, nationality, date and place of birth, postal and e-mail address, telephone number) and, if necessary, a statement declaring any disability.
- Documents requested in the vacancy notice to verify whether the application is admissible or not: a curriculum vitae, a covering letter. On their own initiative, applicants may send documents such as letters of recommendation, certificates showing language competences, etc.
- Any additional data which is gathered or provided as part of the application process, e.g. specific forms, place of work, entitlements, etc...

For the selection:

- The HR members in charge of the selection procedure and the members of the selection panel (the members of the selection panel for selection of staff up to Head of Unit are: the relevant Head of Unit or Head of Sector, the staff members appointed as members of the panel, a staff member representing the Staff Committee or an observer).

For the selection of a Head of Unit and a Head of Sector, the Director is a member of the panel. For the selection of a Director, the Supervisor and the Assistant Supervisor can be consulted).

A functional mailbox for the EDPS SNE has been created, which can only be accessed by the HRBA officer dealing with the file and alternates.

A case file concerning SNE matters might be created. Access to the e-file ( in the dedicated functional mailbox) is allowed only to the HRBA officer dealing with the file and alternates or by the Head of the HRBA unit. The paper file can be consulted, updated and physically kept by the above mentioned staff member and alternates and by the Head of the HRBA unit. It is stored in a locked cupboard in the office.

E-mails and documents are printed out, and archived in such e-files and/or the paper files, only when necessary. Recollection of such correspondence is not needed in all cases. Therefore, as a rule personal communications are not saved or archived in the case file, unless a specific need exists.

#### **Where did we get your personal data?**

The information is collected directly from the data subject.

In the recruitment phase, data subjects have the possibility to rectify by making a request to the HR team member responsible for the recruitment.

#### **Why do we process your personal data and under what legal basis?**

The processing activities are needed to select seconded national experts coming from national public administrations. The experts will be destined to EDPS Secretariat and the EDPB Secretariat. SNEs are entitled to specific rights, benefits and allowances under the Staff Regulation once they are recruited.

The lawfulness is based on Article 5.1.(a) of the "Regulation 1725/2018" ("processing is necessary for a performance carried out in the public interest in the legitimate exercise of official authority vested in the Community institution or body"). In particular, the processing is necessary "for the management and functioning of those institutions and bodies" (Recital 22).

The legal basis of the procedure is the Data Protection Supervisor Decision of 14th of May 2018 laying down the rules of the Secondment of National Experts to the EDPS and adopting general implementing provisions relating to the engagement and the use of SNEs. The data are necessary for establishing a working relationship between the experts and the EDPS and to calculate the daily and monthly allowance that will be given to him.

#### **How long do we keep your personal data?**

The time-limits for storing the data are as follows:

- 2 years for applicants not recruited
- 10 years from the end of the period worked by a recruited applicant.
- 6 months for spontaneous applications

After the allotted timeframe for retention of personal data has elapsed, the EDPS may need to keep certain information for statistical purposes. In this case, any data permitting the identification of the candidate will be destroyed according to Article 4 (e) of Regulation (EU) 2018/1725.

### **What are your rights regarding your personal data?**

You have the right to request access to any personal data about EDPS holds in your regard and to have the data corrected, updated or deleted if it is no longer accurate.

In the case of identification data, you can rectify your data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of candidatures' submission. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use.

Furthermore, you have right to have access to your evaluations results from all stages of the recruitment procedure upon written request to be addressed to the e-mail address indicated below.

This right to access is provided only for aggregated results and in no case is extended to the comparative data concerning other applicants (comparative results), neither to the individual opinions of the members of the respective Selection Committee.

You have also right to have access to the names of the members of the Selection Committee appointed for the concerned selection procedure upon written request to be addressed to the e-mail address indicated below.

Substantiated requests should be e-mailed to the dedicated functional mailbox at [sne@edps.europa.eu](mailto:sne@edps.europa.eu)

You can send your request to the EDPS by post in a sealed envelope or use our contact form on the EDPS website (see section on contact details [below](#) ).

### **You have the right to lodge a complaint**

If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the EDPS DPO (see section on contact details [below](#)).

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).

### **Contact details for enquiries regarding your personal data**

We encourage you to contact us using the EDPS contact form, selecting 'My personal data' as the relevant subject: <https://edps.europa.eu/node/759>

If you wish to contact the EDPS DPO personally, you can send an e-mail to [EDPS-DPO@edps.europa.eu](mailto:EDPS-DPO@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO.

EDPS postal address: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

You can also find contact information on the EDPS website: [https://edps.europa.eu/about-edps/contact\\_en](https://edps.europa.eu/about-edps/contact_en).