

Specific privacy notice

Personal data protection within the framework of the transfer of officials under Article 4 and 29(1)(a)(i) of the Staff Regulations

Within the framework of the transfer of officials under Article 4 and 29(1)(a)(i) of the Staff Regulations all personal data are dealt with in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, 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 referred to as the Data Protection Regulation). As laid down in Articles 15 and 16 of the Data Protection Regulation, the Translation Centre provides data subjects with the following information prior to their application.

Identity of the controller:

The Head of the Human Resources Section

Purpose of processing:

To organise internal publication for transfer of officials in line with the related rules and to manage the applications and data at the various stages of the procedure.

Data concerned:

- Personal data allowing identification of the candidate (such as surname, first name, date of birth, email address, citizenship, private address, country of origin, etc.);
- Information provided by the candidate to allow the verification of his/her eligibility (CV, academic background, certificates proving a minimum experience required, languages, etc.);
- Results of the procedure with the identification of selected or not selected candidates.

Legal basis:

Article 4 and 29(1)(a)(i) of the Staff Regulations.

Recipients of the data processed:

- Human Resources Section staff in charge of internal publication and transfer;
- Head of department interested in the transfer of the person;
- Appointing Authority "AA" (Director of the Centre);
- Staff in charge of complaints according to Article 90 and appeals before the Court of Justice of the European Union;
- Also, if appropriate, access will be given to the Internal Audit Service, the European Court of Auditors, the European Ombudsman, the European Data Protection Supervisor, the General Court of the European Union, the Court of Justice of the European Union;

- If requested, personal data can be disclosed to the European Anti-Fraud Office (OLAF).

Access rights for each user group are governed by the "need to know" principle. All recipients of personal data in the framework of this exercise are instructed to process the personal data they receive only for the purpose for which they were transmitted.

The candidates are free to give their data on a voluntary basis. All candidates applying for a vacancy and providing information including personal data to the Translation Centre by any means (in particular by paper or electronic form) are deemed to have unambiguously given their consent for the subsequent processing operations in application of Article 5(d) of Regulation 2018/1725.

Lawfulness of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Union and, in particular, of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, 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 referred to as the Data Protection Regulation).

The data subject's rights:

The data subjects have the right to access and rectify their data. By consulting the Human Resources Section, they can check their personal details and ask for modification. A formal request must be justified and sent in writing to the Head of the Human Resources Section.

The data subjects may also contact the Data Protection Officer (DPO) of the Translation Centre (data-protection@cdt.europa.eu) concerning the data processing.

The data subjects have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

Time limits for storage:

Data related to selected candidates is stored in the personal file throughout the employment at the Centre. The personal files will be retained for a period of 10 years as of the termination of the employment or as of the last pension payment.

Data related to non-selected candidates will be stored for 7 years after the end of the procedure for the internal publication and transfer.