

## **Specific privacy notice Selections and Recruitments**

**Please note that the personal information the Translation Centre requests from will be processed in line 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 (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 selection procedures with the aim of managing applications and the various stages of these selections;
- to manage and check the use of the reserve lists.

### **Data concerned:**

The data of candidates registered for these selections.

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from selection.

### **Type of data concerned:**

- Identification details: personal data allowing the candidate to be identified, i.e. surname at birth, first name, surname currently used, date of birth, and e-mail address;
- Information provided by the candidate to allow the practical organisation of pre-selection and other tests, i.e. street, postcode, town, country, sex, telephone, language for correspondence, and any disability;
- Selection criteria information: information provided by the candidate to distinguish its suitability and eligibility for the post advertised e.g. citizenship, language knowledge, degree (year awarded), title, name of the awarding body, professional experience;
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process;
- Results of the pre-selection, written and oral tests: on this basis comprehensive statistics are kept to guarantee the transparency of the procedure;
- At the stage of recruitment: commitments from the candidate to adhere any security checks and other related details; original documents provided by the candidate to support the information given during the selection.

### **Legal basis:**

The Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC), No 259/68 as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013;

The Centre's Founding Regulation, Council Regulation (EC) No 2965/94 of 28 November 1994, as last amended by Council Regulation (EC) No 1645/03 of 18 June 2003;

The framework of the Centre's policy on equal opportunities (20 April 2006).

### **Recipients of the data processed:**

The administrative staff responsible for processing the files, the Selection Committees, the Appointing Authority and, in the event of inclusion on the reserve list of successful candidates, the heads of the Centre's services to which the relevant vacancy relates.

If appropriate, access may be given to the internal audit of the Centre and the Court of Auditors (for audit purposes), members of the Centre's Legal affairs and Finance section, the Human Resources section and the accountant (for reimbursement purposes), the OLAF, the Court of Justice of the European Union and the European Ombudsman (for investigation purposes).

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.

### **Processors:**

#### **Only used in case of Selection procedures involving outsourced remote written tests:**

- Outsourced remote written test services: Price Waterhouse Cooper
- Supply chain: Questionmark, Proctorio's Learning Integrity Platform

### **Outsourced Remote written tests:**

In case the candidate is invited to participate to a remote online written test, the Translation Centre will rely on the infrastructure provided by the processors listed above. This infrastructure **is compliant with the GDPR and the data is stored and processed exclusively in the EU.**

Recordings of the remote tests: For verification purposes, and in order to allow equal treatment of all candidates, the tests may be recorded, including the microphone, the webcam and the activity on the screen of the device used for having the test. These recordings are stored in a datacentre located in the E.U. and are encrypted so that only staff members from the Translation Centre has access to them.

These recordings will only be used and processed by staff members from the Translation Centre Human Resources section in charge of the selection procedure to carry out the necessary checks. They might be disclosed to the members of the selection committee. Once the checks have been performed, these recordings will be destroyed.

These checks will comprise the verification of the identity of the candidate, by comparing the webcam picture with the photos and information from the ID document. Please note that this process will not be carried out automatically by an IT system, but manually by a member of the HR section in charge of managing the selection procedures, on a manner similar to the checks performed for on-premise written tests.

Candidates' attention is brought to the fact that it is required to install the Proctorio plugin in their device browser in order to be able to attend the written test.

Instructions on the installation of the plugin is provided to the candidates prior to the test and candidates are advised to uninstall the Proctorio plugin from their device once the written test is over.

### **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 (recruitment of personnel).

### **The data subject's rights:**

Candidates have the right to access and rectify their data. They have the right to send updated online applications and rectify incorrect or inaccurate data, by contacting the email address provided in the vacancy notice in question before the deadline for submission of the application elapses. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. After the closing date of submitting applications, rectification of data related to the eligibility and selection criteria is not possible.

The data subjects may also contact the Data Protection Officer (DPO) of the Translation Centre ([data-protection@cdt.europa.eu](mailto: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](mailto:edps@edps.europa.eu)).

### **Date when processing starts:**

Date of application.

### **Time limits for storage:**

The Translation Centre will store the applications for different periods depending on the outcome of each application:

- Successful candidates: personal data that are stored in their personal file will be stored for 10 years as of the termination of employment or as of last pension payment.
- Candidates included on a reserve list but not recruited: the data will be stored for the duration of the validity of the reserve list.
- Non-successful candidates: the data will be stored for a maximum of 3 years following the Appointing Authority's approval of the outcome of the selection procedure.
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process will be held for five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate.
- Recordings of the online written test will be erased once the verification mentioned above are carried out.

**Contact information:**

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