

# Privacy Statement

## Recruitment procedure at the European Centre for Disease prevention and Control (ECDC)

### 1. PURPOSE OF THE PROCESSING OPERATION

ECDC processes the personal data collected in accordance with Regulation (EU) 2018/1725. The purpose of the processing is the following:

to manage the recruitment and selection procedures for different categories of statutory staff (temporary staff and contract staff); to manage applications at the various stages of these selections; to manage and check the use of reserve lists when applicable.

### 2. IDENTITY OF THE DATA CONTROLLER

European Centre for Disease Prevention and Control (ECDC), Gustav III:S Boulevard 40, 16973 Solna, Sweden  
Resource Management Services (RMS), Human Resources, [recruitment@ecdc.europa.eu](mailto:recruitment@ecdc.europa.eu)

Your personal data are processed in joint controllership with:

- Not applicable

Please note that ECDC as the main controller is responsible for processing your requests for exercising the rights of data subjects under Regulation (EU) 2018/1725 and providing you with information about the data processing operation.

### 3. LEGAL BASIS FOR THE PROCESSING

The legal basis of the processing operation is

- Article 5 (1) (a): the processing is necessary for performance of tasks in the public interest attributed by Union or Member State legislation
- Article 5 (1) (a) and recital 17, second sentence: the processing is required for the functioning of ECDC
- Art. 27-30 Staff Regulations of Officials and Conditions of Employment of Other Servants (CEOS) of the European Union" laid down by Council Regulation No 31 (EEC) and 11 (EAEC) (including amendments) and ECDC recruitment policy (internal procedures ECDC/IP/15 and ECDC/IP/92))

### 4. CATEGORIES OF PERSONAL DATA COLLECTED

The categories of data collected and used for the processing operations are the following:

- Name (first name and surname)
- E-mail
- Phone Number
- Date of Birth
- Gender
- Country of Residence
- Address
- Place of Employment
- Work Position/Occupation
- Educational Background
- data on professional capacity and suitability for the post, criminal record, health

The provision of the personal data is mandatory to meet a statutory requirement or to meet a contractual requirement.

The processing of your data will not be used for an automated decision making, including profiling.

## 5. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?

The recipients of the data are the following:

- - ECDC staff: Director, HR, and for reimbursement of costs Finance - Internal (ECDC) and external members of selection panel. ECDC staff consulting reserve lists for appointment proposals

## 6. HOW LONG DO WE KEEP YOUR DATA?

Your personal data will be kept according to the following time limits of storing data: • Should you be recruited, then your personal data will be retained in line with the Common Retention List of the Commission, for 8 years after the extinction of all rights of the person concerned and of any dependants, and for at least 120 years after the date of birth of the person concerned. • Personal data pertaining to applicants who were invited for an interview during the course of a given selection and recruitment procedure will be kept at least until the first HR audit and in line with the Common Retention List of the Commission for a maximum of 5 years following the conclusion of the recruitment procedure. • Personal data related to applicants not invited for an interview will be kept with limited access on a need to know basis for a period of maximum 5 years in line with the Common Retention List of the Commission. Data will be automatically removed at the end of this period.

## 7. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

In order to protect your personal data, a number of technical and organisational measures have been put in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

## 8. WHAT ARE YOUR RIGHTS AND HOW YOU CAN EXERCISE THEM?

The Controller may be contacted at any time by the data subjects for exercising the right of access, to rectify, to block, to erase, to transmit or to object to the processing of the data. Where the legal basis to the processing is consent, this consent can be withdrawn at any time. The Controller can be contacted on:  
recruitment@ecdc.europa.eu

Data subjects can request the deletion of their personal data by the data controller, who will do so within 30 working days.

Data subjects can also contact the ECDC Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of their personal data at the following email address: dpo@ecdc.europa.eu. The data subject has the right of recourse at any time to the European Data Protection Supervisor: [www.edps.europa.eu](http://www.edps.europa.eu) and at [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

Exceptions based on Regulation (EU) 2018/1725 may apply.