



Privacy Statement relating to the selection of officials and other agents within the European Ombudsman's Office

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This privacy statement explains the reason for collecting and processing the applicants' data; the way the European Ombudsman (EO) collects, handles and ensures protection of the data provided; how this information is used; and what rights the candidates may exercise in relation to their data.

The controller is the European Ombudsman.

1. What personal data will the European Ombudsman process?

Applicants provide their data through the online (website) application tool. For carrying out the selection procedure, the data is imported to an IT tool designed to support and facilitate the procedure.

This data generally include, but are not limited to: basic personal information (first name, last name, nationality, telephone number); information contained in the CV (education, work experience, language proficiency etc.); copies of a document proving the applicant's citizenship; if necessary, a statement declaring any disability to ensure that the necessary accessibility measures can be put in place; for applicants who are EU staff members, the administrative status (i.e., established official, temporary agent, etc.), the institution where they work, the title of their current post, their current grade; information contained within any motivation letter; copies of the applicants' diplomas; copies of the applicants' staff reports, if applicable; copies of evidence of professional experience, if applicable; replies to the case studies sent by candidates.

The staff members of the PAB Unit-HR sector responsible for selection procedures also process data, stored in a shared folder in the EO server, such as: the decisions appointing the Advisory Selection Committees, the eligibility notes signed by the Advisory Selection Committee and approved by the Ombudsman; the candidates' evaluation grids; the pre-selection notes submitted to the EO. The requests for review/for information sent by the candidates by email and the relevant replies are stored in the functional mailbox "Career".

2. Why does the European Ombudsman process these personal data?

The purpose of the data processing is to identify candidates for filling vacancies in the EO Office and to carry out the relevant selection procedure.

3. What is the legal basis and necessity for processing this data?

The legal basis of the procedure underpinning the selection of officials and other agents is the Staff Regulations (and particularly Article 27-34), the Conditions of Employment of Other



Servants of the EU and the Decision of the European Ombudsman of 1st December 2014 adopting general implementing provisions relating to the engagement and the use of contract staff.

Processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation 2018/1725).

4. Who is responsible for processing the data?

The Information and Communication Technologies (ICT) Sector of the European Ombudsman manages the data submitted to the website. The Personnel, Administration and Budget (PAB) Unit (Human Resources Sector) and the ICT sector manage the selection tool.

5. Who will be the recipients of the data?

The European Ombudsman, the Secretary General (SG), the staff members of the ICT Sector responsible for administering the data submitted online, the staff members of the PAB Unit responsible for selection procedures (Human Resources Sector), and the members of the Advisory Selection Committee. Upon request made to the HR sector, the SG's team may consult the CV, the motivation letters and the replies to the case studies of the successful candidates.

6. How long will the data be kept?

Applicants' data submitted to the website are kept in their online personal account for two years, in case applicants wish to apply to future vacancies. If applicants do not connect to their account within two years, the account and the data contained in it are automatically deleted after a notification email is sent to the applicant.

Data of unsuccessful applicants is deleted from the selection tool, from the shared folder in the EO server and from the functional mailbox "Career" two years after the end of the selection procedure.

Data of recruited candidates is kept for a period of 10 years as of the termination of employment, or as of the last pension payment after which time it is destroyed.

Part of the data (nationality, gender, country of residence, application dates, registration number of the application, reference number of the selection procedure, year of birth and languages spoken) is anonymised and kept for statistical purposes only.

7. How do we protect the data subject's data?

Data is collected online in secure mode. Access to the data on the website is protected by the password of the applicant's choice.

The electronic data is stored on the website and on the Ombudsman's servers (selection tool and shared folder). Data is protected by numerous security measures set up by the Information and Communication Technologies sector to protect the integrity and confidentiality of the Institution's electronic property.

Access to personal data is protected through the management of access rights, which are strictly limited, under the 'need to know' principle, by the user's remit.

8. What are your rights and how can you exercise them?

You have the right of access to your own personal data and to relevant information



concerning how we use it.

You have also a right to request rectification of any incomplete or inaccurate data concerning you, provided that the confidentiality of the deliberations and decision-making of the selection advisory committee is safeguarded, along with the rights of other applicants. Applicants can rectify identification data at any time during the procedure. Concerning data related to admissibility or assessment criteria, the right of rectification can be exercised up until the closing date for the submission of applications.

You have a right to object to the use of your data by the European Ombudsman on grounds relating to your particular situation, at any time.

Under certain conditions, you have the right to ask that we delete your personal data or restrict its use.

The European Ombudsman will reply to your requests as soon as possible and within one month at the latest.

9. Who to contact in case of queries or complaints concerning data protection issues?

At any time, you may send data protection related questions concerning the selection procedure of officials and other agents within the Office to the European Ombudsman, at the following address: career@ombudsman.europa.eu

Head of Personnel, Administration and Budget Unit European Ombudsman 1 avenue du Président Robert Schuman CS 30403 F-67001 Strasbourg Cedex

You also may contact the Data Protection Officer of the European Ombudsman at the following address: DPO-Euro-Ombudsman@ombudsman.europa.eu

You may lodge a complaint with the European Data Protection Supervisor at any time at the following address: EDPS@edps.europa.eu