Schola Europaea

European School of Brussels I

Ref.: 2018-03-D-23-en-3

Orig.: EN

Privacy Statement for the Recruitment and Appointment Procedures of Locally Recruited Staff: Administrative and Ancillary Staff (AAS) and Locally Recruited Teachers (LRT)

European School of Brussels I

Privacy Statement for the Recruitment and Appointment of Locally Recruited Staff

Table of Contents

1. What personal data does the School collect? 3
2. What is the legal basis for the processing? 3
3. What will the School do with your personal data? 3
4. How long will your data be stored? 4
5. What steps are taken to safeguard your personal data? 4
6. With whom do we share your information? 4
7. What are your rights? 4
8. Whom to contact? 5

Effective from May 25, 2018

The European School (hereinafter, the "School") is committed to respecting your privacy and to complying with the requirements of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data on the free movement of such data (hereinafter, "the GDPR)".

This Privacy Statement ("Statement") informs you about how the School processes information it collects about you during the selection and recruitment process. It sets out what kind of personal data it may collect about you, how it processes your personal data during its recruitment activities, and what are your rights in relation to such collection.

"Personal data" means any information relating to an identified or identifiable individual.

1. What personal data does the School collect?

The categories of personal data that are typically collected and processed in the recruitment context are:

- Contact details: name and surname, address, telephone number and email address,
- Professional details: competences, skills, experience and education, e.g. your updated CV (Euro pass format), previous employments, educational details, diplomas and qualifications, third party references, criminal convictions and offenses records,
- Correspondence: email exchanges with the candidate (standard replies to applicants, invitation letters to candidates to be interviewed, negative letters to non-selected candidates),
- Evaluation sheets.

2. What is the legal basis for the processing?

The legal basis for the processing of your personal data as candidate relies on Article 6, paragraph 1, numeral (f) of the GDPR: legitimate interest.

3. What will the School do with your personal data?

The School will collect, use, store and otherwise process your personal data for the purposes of the School's recruitment activities, as follows:

- Communicating with you, in the context of recruitment activities, such as:
  - To obtain additional information where necessary;
  - To provide you with information relating to your application and to fulfil your requests.
- Managing recruitment activities, including activities related to organizational planning, such as:
  - To set up and conduct interviews and assessments;
  - To evaluate, select and recruit applicants;
  - To contact third party references provided by you to evaluate your previous performances,
- Legal and regulatory compliance, including obtaining and releasing personal data as required by law, judicial organizations or practice in order to comply with legal obligations imposed on us.

4. How long will your data be stored?

Recruitment files of unsuccessful candidates may be referred to for other vacancies which arise in the future.

Recruitment files, both paper and/or electronic versions, are stored for three years.

In case of appointment, parts of your recruitment file (CV, diplomas, certificates) will become part of your staff file.

5. What steps are taken to safeguard your personal data?

In order to protect your personal data, a number of technical and organizational measures have been put in place. These include appropriate measures to address online security, physical security, risk of data loss, alteration or unauthorized access taking into consideration the risk represented by the processing and the nature of the data being protected.

Moreover, we limit access to the databases containing personal data to authorized persons having a legitimate need to access such information, pursuant to the purposes described above.

6. With whom do we share your information?

During the selection process of recruitment, your data will only be processed for the purposes described in this Statement, by:

- Human Resources personnel within the administration of the School;
- Members of the Selection Committee and, if necessary, the Office of the Secretary-General of the European Schools.

The School will not disclose your personal data outside of the European Union.

7. What are your rights?

With respect to the processing of your personal data, you have the right to be informed and to access to your personal data, as well as the right to rectification, the right to erasure and the right to object to the processing. Please note that the right to rectification only applies to factual data processed within the selection procedure. In addition, data related to the admissibility criteria can be rectified after the closing date of submitting applications, but will not be taken into account in the recruitment decision.

The applicant cannot change appreciations or comments added to the file by the evaluators.

To facilitate the exercise of your rights, you can present your request to UCC-DPO-CORRESPONDENT@eursc.eu

If the School declines to provide access to any of the personal data you request, you will be provided with the reasons for such a decision.

Please be informed that in case you object to certain processing activities or request that we delete your information, the School may be unable to continue the recruitment process with you.

8. Whom to contact?

You have the right of recourse and can contact the National Supervisory Data Protection Authority, if you consider that rights under the GDPR have been infringed as the result of the processing of your personal data by the European Schools.