



Privacy statement

Selection and recruitment of Temporary Agents and Contract Agents

The personal information Cedefop requests from you 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Who is the controller?

The controller is Cedefop. The responsible role and service is: Head of DRS / Human Resources. Contact information for enquiries on processing of personal data: hr_data_protection@cedefop.europa.eu

What is the purpose of the processing?

The data processing facilitates the organisation and management of selection and recruitment procedures of Temporary Agents (TAs) and Contract Agents (CAs) in view of filling vacancies and establishing reserve lists for future recruitments at Cedefop. It supports the management of applications at all stages of the procedure, the work of selection boards and also any appeals or legal challenges that might follow a procedure.

During the application process, candidates create an account in Oleeo. Through this account, they manage their own contact details, and can view status, communications, and details of the Cedefop vacancies they applied to.

Legal basis for collecting data:

- Articles 12-15 and 82-84 of the Conditions of Employment of other servants of the European Communities (CEOS) in case of Temporary and Contract Agents
- In addition, the selection procedures for Temporary Agents are governed by Cedefop/DGE/23/2015 (general implementing provisions on the procedure governing the engagement and the use of Temporary Agents at Cedefop); and the selection procedures for contract agents are governed by Cedefop/DGE/40/2019 (general implementing provisions on the procedures governing the engagement and the use of contract staff at Cedefop).

Lawfulness of processing:

The lawfulness of the processing is defined by Article 5 (a) of Regulation 2018/1725 in that “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body” and Article 5 (d) in that applicants give consent to the processing of their personal data.

What personal data do we process?

Oleeo account (managed by applicant):

- First Name;
- Last Name;
- Email address;
- Password;
- My Vacancies.

Application process:

- Identification and contact information: name, surname, mobile number, email address, etc.;
- Nationality;
- Date of birth;
- Education (degree name, date, name and country of awarding body);
- Knowledge of languages;
- Work experience (dates, job title, description, employer);
- Traineeships (dates, job title, description, employer);
- Pre-selection essential and other criteria for each specific vacancy (depends on each vacancy);
- Motivation;
- Information on military service;
- Agreement on declaration of honour regarding truthful information, undergo necessary recruitment steps and consent for the storage of personal details according with Cedefop's records management retention schedule;
- In specific cases, copies or articles/papers produced by the candidate may be requested to be uploaded together their online application.

Eligibility phase:

- Application complies with eligibility criteria (YES/NO).

Pre-selection phase:

- Application complies with essential pre-selection criteria (YES/NO);
- Application complies with other pre-selection criteria (score).

Selection phase:

- Written tests (where candidates are only identified with a unique code);
- Interviews;
- Selection report: includes test scores, selection board comments and summary of interview responses for each candidate who goes through the selection phase.

Pre-recruitment phase (these documents are requested from candidates who are invited to the interview)

- Proof of nationality (passport / national ID)
- Copies of diplomas or certificates
- Employment evidence (e.g. work certificates, contracts, payslips, tax declaration etc.)

Recruitment phase

- Fit to work certificate (does not include results of health screening)
- Criminal record
- Information about completion of military service (if applicable)

The processing does not include special categories / sensitive data according to Article 10(1) of Regulation (EU) No 2018/1725 (i.e. data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs and data concerning health or sex life or sexual orientation). Applicants are asked not to include any such information in their application documents. Criminal record only requested from recruited candidates and kept in their personal file (see corresponding data protection record CDFNOT037 Personal files).

Who has access to your information and to whom is it disclosed?

Internal recipients:

- the staff in the HR service responsible for the selection procedures have access to all personal data;
- the members, advisors and/or observers of the selection board (internal or external) appointed by the Executive Director have access to personal data of submitted applicants using the Oleeo application;
- Cedefop's Executive Director (if necessary);
- designated Cedefop ICT administrators with access to the Oleeo application;
- the legal function of Cedefop (if necessary);
- the appeals committee (if necessary).

External recipients:

- Oleeo Plc staff may have access to the data in order to provide technical support to candidates and/or Cedefop staff;
- designated staff of the company contracted to give support to the selection board for a given selection procedure (if necessary);
- the Commission and MB representatives (this would only apply to the selection of the Executive Director and Deputy Director);
- external lawyers contracted to provide advice/assistance with issues concerning specific selection cases/procedure (if necessary);
- the Court of Auditors, Cedefop's ICC, the Internal Audit Service of the Commission, the European Ombudsman, the Civil Service Tribunal and the European Court of Justice may also have access, as may lawyers contracted, in connection with a selection-related lawsuit.

Is there any automated individual decision-making, including profiling?

There is **no automated decision-making, including profiling**, referred to in Article 24(1) and (4) of Regulation (EU) No 2018/1725.

Are there any transfers of personal data to third countries or international organisations?

Any personal data collected through our online application system is stored in Oleeo's certified data centres within the UK. More information about how the personal data is processed by Oleeo may be found [here](#).

How long do we keep your personal data?

- data of the recruited applicants will be stored in the personal file and related retention schedule for personal files will apply;
- pre-recruitment documents of candidates on a list of suitable candidates will be kept for 3 years after the expiry date of the list;

- data of the applicants who were preselected but not subsequently included on a list of suitable candidates will be kept for 3 years after the related selection process is finished;
- data of the applicants who were not preselected is kept for 2 years after the related selection process is finished.
- Oleeo system: In the absence of a specific written data retention agreement, Oleeo will retain Candidate data for 12 months following the closure of the deadline for submission of applications.

What are your rights regarding your personal data?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you.

Right of Access:

Candidates receive by email information about their results at the different stages of the selection procedure.

Upon request, candidates (at any stage) will be provided with written feedback on their results (why they are not pre-selected; what are their aggregate results in the written test, in the interview, the selection board's overall assessment). They may also be provided with the answers they provided in written tests (although not for multiple-choice questions). Candidates are not granted access to the comparative data concerning other applicants (comparative results).

Right of rectification:

Once candidates have finally submitted the application, they are not themselves able to correct the data. However, they may contact the HR service and submit a request to rectify personal data processed within the framework of a specific selection procedure. Such rectifications are limited to the factual identification data processed within the selection procedure. No rectifications will be accepted after the closing date of submitting applications if the data relates to the admissibility criteria. Candidates are made aware of this restriction in the course of the on-line application procedure: while they are able to save their application in draft form and to review it before final submission, a warning appears to indicate that once they submit their application, only factual identification data can be rectified and such requests may be submitted to the HR service.

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en

Contact details for enquiries on processing of your personal data:

Data Protection Officer: data-protection-officer@cedefop.europa.eu

Controller: Head of Human Resources (controller): hr_data_protection@cedefop.europa.eu

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