

Specific Privacy Notice on Selection and Recruitment Procedures

Please note that the personal information the BEREC Office requests from applicants will be processed in line with Regulation (EC) 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data (hereinafter referred to as the Data Protection Regulation).

As laid down in Articles 11 and 12 of the Data Protection Regulation, BEREC Office provides candidates with the following information prior to their application:

1. Identity of the controller

The Management Committee and Administrative Manager of the BEREC Office are the Data Controllers. The Head of Administration and Finance is the controller in practice and contact point.

2. Purpose of processing

- To organize selection procedures in order to select personnel in view of their recruitment by BEREC Office;
- Administratively manage applications and the various stages of the selection;
- To manage and check the use of the reserve lists.

3. Data concerned

The data of candidates registered for these selection procedures.



Candidates shall provide their data when applying for vacant posts. All data requested in the application documents and during the selection procedure are mandatory. The failure to provide obligatory data will exclude them automatically from the recruitment procedure.

4. Type of data processed

- 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 organization of pre-selection and other tests, i.e. street, postcode, town, country, sex, telephone, fax, language for correspondence and any disability;
- Selection criteria information: information provided by the candidate to distinguish his or her suitability and eligibility for the post advertised, e.g. citizenship, language skills, 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: commitment by the candidate to adhere to any security checks and other related details; original documents provided by the candidate to support the information given during the selection.

5. Legal basis

- The Staff Regulations of Officials of the European Union and the Conditions of employment of Other Servants of the European Union¹;
- Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Office.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>



6. Recipients of the data processed:

The administrative staff responsible for processing the files, the members of the Selection Committees and the Appointing Authority.

If appropriate, access may be given to: the Parent DG, the European Court of Auditors (for audit purposes), BEREC Office staff (legal and finance staff, the Human Resources team, the accountant for reimbursement purposes), the OLAF, the Civil Service Tribunal and the European Ombudsman (for investigation purposes), the EDPS.

7. 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).

8. The data subject's rights:

Candidates have the right to access and rectify their data. They have the right to rectify incorrect or inaccurate data, by contacting the BEREC Office via the e-mail address provided in the vacancy notice before the deadline for the submission of the application. After the deadline for applications has elapsed, the right to access and rectify the data will be limited to the rectification of identification details and contact information only. When candidates contest the accuracy of data, the data are immediately blocked for the period necessary for verifying the accuracy and completeness of data. After the closing date for submitting applications, rectification of data related to the eligibility and selection criteria is no longer possible. Candidates are also entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

9. Date when processing starts:

Date of application.



10. Time limits for storage:

BEREC OFFICE will store the applications for different periods depending on the outcome of each application:

For the retention of data, the EC rules apply (Common Commission-Level retention list for European Commission files, Brussels, 4 July 2007, SEC(2007) 970):

- 1) **Selection of senior and middle management.** Selection of Heads of Unit, directors and senior posts (vacancy notices, AIPN decision appointing the selection panel, minutes of pre-selection committee, individual completed evaluation sheets, letters of thanks to members of the panel, note to the Consultative Committee on Appointments, act of appointment, etc): **Administrative retention period (hereinafter referred to as ARP) =10 years**
- 2) **Procedures for the selection of contract staff, temporary staff.** Organisation of selection procedures for contract staff, temporary staff (Articles 2A and 2B CEOS) **ARP = 5 years**
- 3) **Files on candidates for posts as contract or temporary staff** File on each applicant for a contract staff post (application letter, exams, etc.), a temporary staff post, both for applicants included and not included on a reserve list (in the case of contract staff and temporary staff) or appointed to a specific post (in the case of temporary staff). **ARP = 5 years**
- 4) **Personal files.** File for each official or staff member (temporary or contractual) opened when they take up their duties and kept open until their service is terminated (because of retirement, death, voluntary departure or end of contract). Each file contains all documents relating to the official's or staff member's career (Article 26 of the Staff Regulations). The ARPs for personal files under this point and within the meaning of Article 26 of the Staff Regulations apply by analogy to the personal files of national experts on secondment, structural trainees and local staff. **ARP = 8 years after the extinction of all rights of the person concerned and of any dependants, but at least 120 years after the date of birth of the person concerned.**
- 5) **Unsolicited applications.** Annual file on all unsolicited applications received by a department. **ARP = 2 years**
- 6) 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 5 years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate, in accordance with BEREC Office Financial Rules.

11. Contact information:

The Data Protection Officer (DPO) of the BEREC OFFICE: dpo@berec.europa.eu

The BEREC Office HR team: recruitment@berec.europa.eu

The European Data Protection Supervisor: edps@edps.europa.eu

Riga, 04 February 2015

