



## **PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Pre-recruitment Medical Exam and Annual Medical Examinations**

### **1. Context**

The European Union Satellite Centre (SatCen) processes the personal data of a natural person in compliance with Regulation (EU) 2018/1725 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.

This privacy statement explains SatCen's policies and practices regarding its collection and use of your personal data in pre-recruitment medical exam and annual medical examinations, and sets forth your data protection rights.

### **2. Identity of the controller, Data Protection Officer and Processor**

- **Controller:** Head of Administration, European Union Satellite Centre (SatCen), Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, [administration@satcen.europa.eu](mailto:administration@satcen.europa.eu)
- **Data Protection Officer:** SatCen Data Protection Officer, Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, [dpo@satcen.europa.eu](mailto:dpo@satcen.europa.eu)
- **Processor:** Europreven Servicios de Prevención de Riesgos Laborales, SL

### **3. Why does Administration division process personal data?**

The purpose of the processing is to assess whether the candidate is physically fit to perform his duties (Pre-recruitment medical exam) and assess the suitability / unsuitability of any staff member to continue to occupy his post (Annual medical examinations), as provided in article 6 of the SatCen Staff Regulations.

### **4. What personal data does Administration division process?**

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

- Aptitude certificates (not including medical results) collected by two case officers working in the Administration Division.



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- Medical exams are carried out by an external medical provider and medical results are provided directly to the staff member. The SatCen has no access to the medical results.

**5. What are the legal bases for the processing?**

- Article 6 of the SatCen Staff Regulation published on 15 May 2017 (Council Decision (CFSP) 2017/824);
- Article 5(1)(a) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a task carried out in the public interest Such examinations are part of and a condition to the recruitment procedures.
- Article 5(1)(c) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract;

Regarding the personal data of the Seconded National Experts, in the SatCen for more than 1 year:

- Article 5(1)(d) of Regulation (EU) 2018/1725 – the data subject has given consent to the processing of his/her personal data for one or more specific purposes. The annual medical examinations are voluntary for the Seconded National Experts in the SatCen for more than one year. The SatCen offers the SNEs the possibility of taking the medical checks, which the SNEs may decide to accept or not.

**6. Who has access to your personal data and to whom is it disclosed?**

The recipients of the data are in:

- SatCen HR staff;
- The SatCen College of external Auditors (in accordance with Art 42.5 of the SatCen Financial Rules) shall be appointed by the SatCen Board (composed by all EU Member States) and will be responsible for the external financial audit of the expenditure and revenue administered by the Centre at the end of each financial year (Art. 42.1 of the SatCen Financial Rules);
- External auditors appointed by the European Commission or other funding institutions;
- Possibly, the Court of Justice of the European Union (Article 28 of the SatCen Staff Regulations);
- Possibly the Ombudsman;
- Possibly National Jurisdictions for Local Staff.



## **7. For how long does Administration division keep your data?**

The time limits for storing the data are the following:

- Recruited candidates: Aptitude certificates are kept for 10 years in the personal file after the end of active employment or end of pension rights.
- Non-recruited candidates: their non-aptitude certificates are kept for a maximum of two years, taking into consideration the time they might need to challenge the decision.

## **8. What are your rights concerning your personal data?**

Data subjects have the right of access, rectification, erasure and reception of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per Articles 17 to 24 of Regulation (EU) 2018/1725.

In case you wish to verify which personal data is stored on your behalf by the SatCen, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please send an explicit written request to contacts detailed below, using the Form provided in [SatCen - Privacy Notice \(europa.eu\)](#).

Any correction of your personal data will be taken into consideration from the data protection point of view.

Your request will be answered without undue delay, and in any event within 1 month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, this period may be extended by up to 2 months where necessary, taking into account the complexity and number of requests. The SatCen will inform you of any such extension within 1 month of receipt of the request, together with the reasons for the delay.

## **9. Whom should you contact if you have questions/queries concerning the processing of your personal data?**

Any query concerning the processing of personal data in the context of Pre-Recruitment Exams and Annual Medical Examinations should be directed to the following email address: [administration@satcen.europa.eu](mailto:administration@satcen.europa.eu)

You may also contact the Data Protection Officer of the SatCen ([dpo@satcen.europa.eu](mailto:dpo@satcen.europa.eu)).

### **Recourse**

You have the right to lodge a complaint to the European Data Protection Supervisor if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data at: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)