



## **PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN: Recruitment of permanent and temporary staff**

### **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 Recruitment of permanent and temporary staff, and sets forth your data protection rights.

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

- **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)

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

The purpose of the processing is to fill vacant posts within the SatCen in line with the relevant published vacancy.

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

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

- Applicants should submit their applications via the e-recruitment tool of SatCen, including personal details (name, address, email address, date of birth, phone numbers, sex, nationality, existence of security clearance), work experience (actual and past positions, companies, salaries, etc), education and training (diplomas and dates) and personal skills.
- The written tests may be done at the SatCen's premises or remotely. If remotely, tests will be done through the the SatCen application Survey Manager. Candidates may be asked to create an account in the SatCen Identity Server (including their

name, contact details and address), in order to access the Survey Manager application.

- Candidates invited for interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application form.
- Once a candidate is selected, the SatCen will request a security clearance from the competent National Security Authority (NSA). Only once the SatCen receives confirmation of the security clearance, the appointment of the staff member will be confirmed. (Title I, General provisions Art.2(5) of the Staff Regulation of the SatCen published on 15 May 2017 (Council Decision (CFSP) 2017/824).
- The Personnel Security Officer asks from the NSA to send the security clearance of the successful applicant. Security clearances contain the following data: name, surname, date of birth, level of classification (confidential, secret, top secret), issuing date, date of expiration and the NSA which has issued it.

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

- Chapter II, Recruitment and duration of appointment of the Staff Regulation of the SatCen published on 15 May 2017 (Council Decision (CFSP) 2017/824).
- Document control, General Conditions – Recruitment Procedures adopted by the SatCen Director on 23 July 2014.
- For the security clearance: Title I, General provisions Art.2(5) of the Staff Regulation of the SatCen published on 15 May 2017 (Council Decision (CFSP) 2017/824).
- Lawfulness of the processing: Article 5(1)(a) of Regulation (EU) 2018/1725 – processing is necessary for the performance of a task carried out in the public interest. Recruitment activities are fundamental for the functioning of the SatCen.

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

The recipients of the data are:

- SatCen HR staff;
- SatCen IT officers have access only to the data provided in the SatCen Identity Server (if needed).
- Personnel Security officer
- Members of the Selection panel (internal members and one possible external member);
- Director as Appointing Authority;
- The SatCen College of Auditors (in accordance with Art 42(5) of the SatCen Financial Rules) appointed by the SatCen Board (composed by all EU Member

States), 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 Appeals Board (Article 28 of the SatCen Staff Regulations);
- Possibly the Ombudsman;
- Possibly National Jurisdictions.

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

The time limits for storing the data are the following:

- Recruited applicants: Their personal data is stored in their personal file for 10 years after the end of active employment or end of pension rights.
- Unsuccessful applicants: Their personal data are stored for 2 years after the end of the selection procedure taking into account any potential recourse.
- Reserve list applicants: Their personal data are stored for 2 years after the end of the validity of the reserve list.
  
- As soon as the data subject leaves the agency, the Security Office sends back to the NSA his/her security clearance by registered mail.
- The electronic backup of the data is stored in the SatCen backup servers with access control measures hosted by the European Union Intellectual Property Office in its headquarters in Alicante, for a period of 1 month.
- The personal data processed in the SatCen Identity Server is deleted once the recruitment procedure is completed.

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

Data subjects have the right of access, rectification, erasure and portability 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.

Candidates may have access to their evaluation results regarding all stages of the selection procedure excluding any comparative results and individual opinions of the selection panel. Data subjects may be provided with a general feedback unless Art.25(1)(h) of Regulation (EU) 2018/1725 applies on a case by case basis.

Candidates may rectify the identification data at any time during the selection procedure. They may not modify their admissibility criteria data after the closing date of submitting their application.

The personal data introduced in the SatCen Identity Server may be rectified and deleted by the candidate, directly from the SatCen Identity Server website. Alternatively, candidates may exercise their rights by sending an email to [identityserver@satcen.europa.eu](mailto:identityserver@satcen.europa.eu).



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 \(europa.eu\)](https://satcen.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 Recruitment of permanent and temporary staff 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)