EUROPEAN INNOVATION COUNCIL AND SMEs EXECUTIVE AGENCY (EISMEA)

EISMEA.C.02 – People, Workplace and Operational Coordination Support

Data Protection Notice for internal selection and recruitment procedure in EISMEA

Your personal data is processed in accordance with Regulation (EU) No 2018/1725[1] on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The data controller of the processing operation is Head of Department C Compliance, People and Budget of the European Innovation Council and SMEs Executive Agency (EISMEA).

The following entity(ies) is/are acting as Processor(s) on behalf of the controller on a need-to-know basis: external service providers in charge of the written/competency test (e.g. TestReach).

The data controller may use video conferencing tools to hold online interview and written/competency tests.

The legal basis for the processing activities are:

- Article 5(1)(a) of Regulation (EU) 2018/1725 because the 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[2] laid down in Union law and because the processing is necessary for the management and functioning of the Union institution or body (Recital (22) of Regulation (EU) 2018/1725);
- Article 5(1)(b) of Regulation (EU) 2018/1725 because processing is necessary for compliance with a legal obligation to which the controller is subject laid down in Union law, in particular the relevant provisions of the Staff Regulation[3];
- Article 5(1)(d) of Regulation (EU) No 2018/1725 based on your explicit consent to process your personal data for one or more specific purposes as detailed below.

The purpose of this processing operation is to manage internal selection and recruitment procedures within EISMEA for different categories of statutory staff (temporary staff and

[1] 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 (OJ L295/39 of 21.11.2018).

[2] *EISMEA Establishment Act*: Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the **European Innovation Council and SMEs Executive Agency** (OJ L 50/9 of 15.2.2021).
Act of Delegation: Commission Decision C(2021)949 delegating powers to the **European Innovation Council and SMEs Executive Agency** with a view to the performance of tasks linked to the implementation of Union programmes in the field of Innovative Europe, Single Market and Interregional Innovation Investments comprising, in particular, implementation of appropriations entered in the general budget of the Union.

[3] Staff Regulations of Officials of the European Communities laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and following amendments, in particular Title II for temporary agents and Title IV for contract agents (OJ 45/1385 of 14.6.1962), and in particular:
- Articles 12-15 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for temporary agents).
- Articles 82-84 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for contract agents).
- Steering Committee Decision (2015) of 23 March 2015 on the Engagement and use of Temporary Agents;
- Steering Committee Decision (2017) of 14 December 2017 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff.

contract staff) and non-statutory staff (seconded national experts); to manage applications at the various stages of these selections and recruitments; to manage and check the use of reserve lists when applicable and to constitute personal files for recruited staff.

The following of your personal data are collected:

For the selection procedure:

- your first name, last name, title, CV, contractual status and grade, function, professional/ personal e-mail address, phone number, languages, education, professional experience.

We will also consult your Sysper profile in order to check information relevant to assess your application against the vacancy notice, such as probationary period, confirmation of grade etc. any additional information is disregarded.

If successful, for the recruitment procedure:

- information relating to a potential conflict of interest is also processed ("Conflict of interest" form), which, in certain cases, includes the name, surname and information relating to the employment of the spouse/another family member (only where the candidate declares a potential conflict linked to the situation of the spouse/other family member);
- Medical and insurance information (to update the JSIS insurance coverage) for the staff member and their dependents;
- Information related to spouse and dependents to recalculate the establishment of rights and entitlements by the Paymaster's office.

All personal data are **mandatory** as specified for the purpose(s) outline above.

The recipients of your personal data will be authorised EISMEA staff in charge of internal selection and recruitment procedure including the Selection Committee and Authority authorised to conclude contracts of employment (Director of EISMEA), authorised staff of external contractors eg for written/competency tests (if applicable), authorised external experts (e.g. EIC Board members acting as observers during interviews), if applicable; relevant EISMEA hierarchy and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF), EPPO, law enforcement bodies. If you are put on a reserve list (i.e. temporary staff, contract staff and seconded national experts) and should a similar vacancy arise in another EISMEA unit, authorised persons of this unit can have access to your CV and results of your evaluation

Your personal data **will not be transferred** to third countries or international organisations unless otherwise provided for the use of third party conferencing/ testing tools.

The processing of your data will **not include automated decision-making** (such as profiling).

The following technical and organisational security measures are in place to safeguard the processing of your personal data: Electronic communication and files are secured for internal communication purposes. Personal data are processed on a need-to-know basis by authorised staff only, with limited access rights to files stored on secured Servers subject to the **European Commission's security Decision** 2017/46 of 10 January 2017. Paper files are stored in locked cupboards.

Your personal data will be kept for a maximum period of **5 years** from the deadline to apply for this position. If a conflict of interest is identified either by the successful

candidate or by the recruiting service, the HR team uploads the complete document, signed by the Appointing Authority and including the mitigating measures decided, together with the offer letter, into the personal file of the candidate for a maximum of 5 years after the end of service.

All personal data will be deleted at the end of this period.

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

Your right to information, access, rectification, erasure, restriction or objection to the processing, communication of a personal data breach or confidentiality of electronic communications may be restricted only under certain specific conditions as set out in the **applicable Restriction Decision** in accordance with Article 25 of Regulation (EU) 2018/1725.

If you have **any queries** concerning the processing of your personal data, you may address them to Head of Department C (entity acting as data controller) via EISMEA-HR-RECRUITMENT@ec.europa.eu (for selection) and EISMEA-HR-ADMINISTRATION (for recruitment).

.

You shall have right of recourse at any time to the EISMEA Data Protection Officer at EISMEA-DPO@ec.europa.eu and to the European Data Protection Supervisor at https://edps.europa.eu.

Version July 2025

Electronically signed on 05/08/2025 11:15 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121