



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

04 July 2017
EMA/406302/2017
Staff Relations and Support Department

Data protection notice for recruitment - Talent acquisition service

The European Medicines Agency (EMA) is committed to respecting the privacy of its candidates for recruitment. Within the framework of the staff selection procedures at EMA, all personal data provided by candidates are dealt with in compliance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The following data protection information notice outlines the criteria by which the EMA collects, manages and uses the data provided by candidates within the different staff selection procedures.

1. Identity of controller

EMA Head of Administration and Corporate Management

2. Purpose of processing

- Organisation of selection procedures to recruit temporary agents, contract agents, seconded national experts and trainees;
- Management of applications at the various stages of these selections;
- Management and control of the use of reserve lists.

3. Data concerned

The data of candidates who apply for open vacancies. Candidates are free to give their data on a voluntary basis, although failure to provide data in the mandatory fields will not allow the submission of the application form.

4. Type of data processed

The personal data processed are the ones provided in the form used for the electronic application, in particular:

Personal data allowing the candidate to be identified, i.e. surname, first name, date of birth, gender;



- Information provided by the candidate to allow the practical organisation of selection, i.e. address information: street, postcode, town, country, telephone, fax, e-mail;
- Information provided by the candidate to verify whether he/she fulfils the eligibility and selection criteria laid down in the vacancy notice, i.e. information about nationality, languages, education, previous working experience, fulfilment of military/civil service duties, criminal convictions; etc.

Moreover:

If applicable, records of the pre-selection or results of written/oral tests.

5. Legal basis

- Regulation (EC) 726/2004 of the European Parliament and of the Council laying down Community procedures for the authorisation and supervision of medicinal products for human and veterinary use and establishing a European Medicines Agency;
- Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), in particular Art. 27-34 (SR) and Art. 12-15 and 82-84 (CEOS) and the applicable Implementing Rules for Temporary Agents and Contract Agents, Decision of the Executive Director on rules governing the secondment of national experts to the EMA and Decision of the Executive Director on rules governing the traineeship programme at the EMA

6. Recipients of the data processed

- Staff Relations and Support Department (more specifically staff in charge of recruitment);
- Members of the Selection Committee;
- Appointing Authority (Executive Director);
- Also, if appropriate, access will be given to the Internal Audit Service, the European Ombudsman, the Civil Service Tribunal and the European Data Protection Supervisor, the European Court of Auditors;
- Should the applicant's name be placed on a reserve list, access to the reserve list and to the applicant's data will be provided to the concerned internal services interested in the recruitment of the person.
- In case the Agency would outsource services to third parties, the identification data of the candidates may be transferred in order to organise the procedure.

7. Lawfulness of processing

In accordance with Article 5 (a) of Regulation (EC) No 45/2001, the processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities.

The selection procedures are necessary for the management and functioning of the Agencies.

8. The data subject's rights

Candidates have a right to access their data. They have a right to update or correct at any time their identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.

The rights of the data subject's rights can be exercised in accordance with the provisions of Regulation (EC) 45/2001

http://ec.europa.eu/justice/policies/privacy/docs/application/286_en.pdf

9. Date when processing starts

Date of the application.

10. Retention period

As regards the recruited applicants whose data are stored in their personal file (Article 26 of the Staff Regulations), the retention period of their data related to the selection procedure follows the period of storage of the personal file.

The retention period for data relating to the non-recruited applicants and non-recruited applicants on the reserve lists is to be determined in terms of the validity and the actual extension of the respective reserve lists. All the documents related to these candidates are kept for a period of five years after the expiry of the reserve list, after which time they are destroyed.

11. Contact Information

For any questions on your rights and the exercise of your rights related to the processing of personal data (like access and rectification of your personal data), please feel free to contact the Data Controller of the staff selection process at this address:

Head of Staff Relations and Support Department

European Medicines Agency

30 Churchill Place, London, E14 5EU, UK

12. Recourse

In case of conflict on any Personal Data Protection issue you can address yourself to the Data Controller at the above mentioned address. You can also contact the EMA Data Protection Officer at the following email address:

dataprotection@ema.europa.eu

Should the conflict not be resolved by the Data Controller or the Data Protection Officer you may lodge a complaint with the European Data Protection Supervisor at any time: Website

<http://www.edps.europa.eu>

edps@edps.europa.eu