



EMA/208341/2019

Record of data processing activity in the context of selection and recruitment procedures (public)

1.	Last update of this record, version number:	23 November 2021, version 2
2.	Reference number:	A3
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Administration and Corporate Management Division Datacontroller.administration@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	<u>For e-recruitment module for online job application:</u> SuccessFactors; privacy@sap.com <u>Assessment Centre provider:</u> Hudson Benelux, be.privacy@hudson.com Price Waterhouse Coopers: giuseppe.fontana@pwc.com <u>Proctored remote testing</u> TestReach, info@testreach.com <u>Online personality and ability assessments, asynchronous video interviews</u> SHL, dpo@shl.com
7.	Purpose of the processing	The data is processed for the selection and recruitment purposes. Selection refers to the process from advertising the vacant post(s) until establishment of a reserve list, while



		<p>recruitment refers to appointment of a candidate to a vacant post.</p> <p>The same data processing operations apply to selection and recruitment procedures in the case of internal mobility opportunities offered by EMA to its staff. In relation to such opportunities, data is also collected from internal staff members who express their interest to be involved in the internal mobility process in view of capturing staff member's skills and competences.</p>										
8.	Description of categories of persons whose data EMA processes and list of data categories	<p>Temporary Agents and Contract Agents; Seconded National Experts; Trainees; Interim workers; Visiting experts.</p> <p>Types of data processed:</p> <ul style="list-style-type: none"> • Basic personal information about the candidate, i.e. surname, first name, date of birth, gender; • Contact details and information provided by the candidate to allow the practical organisation of selection and recruitment, e.g. address information: street, postcode, town, country, telephone, fax, e-mail; • Information provided by the candidate to verify whether he/she fulfils the eligibility and assessment criteria laid down in the vacancy notice, e.g. information about nationality, languages, education, previous working experience, fulfilment of military/civil service duties, health information, criminal convictions, etc. • If applicable, EMA may also collect records of the pre-selection or results of written/oral tests and documents from selected candidates to demonstrate the claimed information, experience and skills, such as (but not limited to) a copy of passport or identity card and academic qualifications. • EMA may collect personal data directly from candidates as well as from information sources that are publicly available, such as social media or other publicly available websites. 										
9.	Time limit for keeping the data	<table border="1"> <thead> <tr> <th>File</th> <th>Disposal of paper or electronic records</th> </tr> </thead> <tbody> <tr> <td>National Experts expressions of Interest</td> <td>Applications are kept in the database for 3 years from receipt of application</td> </tr> <tr> <td>Trainee applications (unsuccessful)</td> <td>Destroyed after end of current traineeship period</td> </tr> <tr> <td>Trainee files (those undertaking the EMA traineeship)</td> <td>5 years after the traineeship budget is discharged</td> </tr> <tr> <td>Competition files for TA and CA selection procedures (reserve lists, successful and unsuccessful candidates)</td> <td>2 years after date of establishment of reserve list - unsuccessful candidates 5 years after expiry date of reserve list - successful candidates</td> </tr> </tbody> </table>	File	Disposal of paper or electronic records	National Experts expressions of Interest	Applications are kept in the database for 3 years from receipt of application	Trainee applications (unsuccessful)	Destroyed after end of current traineeship period	Trainee files (those undertaking the EMA traineeship)	5 years after the traineeship budget is discharged	Competition files for TA and CA selection procedures (reserve lists, successful and unsuccessful candidates)	2 years after date of establishment of reserve list - unsuccessful candidates 5 years after expiry date of reserve list - successful candidates
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		<p>Candidate/recruitment queries (general queries on recruitment or selection procedures , not necessarily specific to one selection procedure) 2 years from date of query</p>
		<p>Visiting Experts CVs and application letters 2 years from conclusion of the VE period (if approved)</p> <p>Where a VE application is not approved the CV is destroyed when EMA has decided that the visit is not proceeding</p>
		<p>Interim applications/CV's (received from recruitment agencies) 6 months</p>
		<p>Tests and CVs of not selected interim applicants 1 year after test results</p>
		<p>Police certificate/criminal record or similar documents on Personal files (AT/CA/SNE) 2 years following recruitment and destroyed confidentially</p>
		<p>Candidates Declaration of Interests 1 month after having informed the Agency - not recruited candidates</p> <p>Otherwise, kept in personal file and personal file retention period applies</p>
		<p>Candidates, who created only their profile in the recruitment tool but did not apply to any selection procedure 1 year from the date they created their profile (Note: Creating a candidate profile allows candidates to apply to multiple selection procedures without the need to re-enter their own details, however, candidates can completely delete their profile themselves or by contacting EMA recruitment@ema.europa.eu. Their profile will be therefore permanently deleted and in consequence, from any job application for the jobs they have applied.)</p>

10.	Recipients of the data	<ul style="list-style-type: none"> • Staff Relations and Support Department • 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 outsources services to third parties, such as, but not limited to, selection providers or test administrators, personal data of the candidates may be shared with them in order to organise the procedure. • We may also share your personal data with other EU bodies or other third-parties when we are required to do so by law, including for monitoring, auditing or inspection purposes in accordance with European Union legislation.
12.	General description of security measures, where possible.	<p>Paper copies are stored in locked cabinets</p> <p>Electronic copies can be accessed only through PC password</p> <p>SuccessFactors is accessed by password, and access is auditable.</p> <p>Applicants apply through Success Factors e-recruitment module. Production data are stored only within the EU. Up-to-date description of the safeguards are available online:</p> <p>https://www.successfactors.com/content/ssf-site/en/hr-transformation/cloud-security-data-privacy.html</p>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Details concerning the processing of your personal data are available on the Agency's website:</p> <ul style="list-style-type: none"> • in the Privacy Statement for Selection and Recruitment available at: https://www.ema.europa.eu/en/documents/recruitment/european-medicines-agencys-privacy-statement-selection-recruitment_en.pdf • as well as in: https://www.ema.europa.eu/en/about-us/legal/privacy-statement