



Privacy statement¹
Organisation and management of selection procedures
organised by the General Secretariat of the Council (GSC)
and linked to the recruitment of temporary staff
within the GSC - Ref. 153R01

1. Who is responsible for the handling of your personal data at the General Secretariat of the Council (GSC)?

Head of the Staffing and Mobility Unit - ORG.1.A Human Resources

Staffing.mobility@consilium.europa.eu

2. Contact details of the GSC's Data Protection Officer.

Data Protection Officer

data.protection@consilium.europa.eu

3. What categories of personal data do we handle?

Categories of personal data:

- a) In the context of filling a vacant permanent post with a member of the temporary staff through the direct recruitment of eligible candidates:
 - for candidates who have succeeded in an EPSO CAST or EPSO Permanent CAST selection procedure or in an EPSO competition: data contained in their CV, and in their 'competency passport' if they have one.

¹ Your personal data are handled in accordance with Regulation (EU) 2018/1725.



In particular:

- personal data making identification of the applicant possible (such as surname, first name, date of birth, gender, nationality, knowledge and competencies related to the published profile);
 - information provided by the candidate to enable the practical organisation of the interviews and/or tests (such as postal address, administrative address, email address, telephone number, information about any disability they may have or any other information on circumstances that could cause difficulties for the candidate during the interview or during the tests that form part of the interview, with the aim of adapting the selection procedure or of making reasonable accommodation);
 - information provided by the candidate to enable an assessment to be made of whether they meet the eligibility conditions as specified in the job description (function group in the database or competition, nationality, level of education, professional experience, knowledge of languages and IT skills);
 - evaluation grids, individual assessment, final selection report;
 - results obtained by the candidates at the different stages of the competition and selection, and data concerning the assessment of candidates' qualifications, skills and competencies (scores and if applicable, comments of the selection board);
 - any other information that the candidate deems relevant to their application;
 - correspondence with candidates.
- b) In the context of selection procedures organised by the GSC through the publication of vacancy notices or a call for expressions of interest:
- data contained in their CV and, if applicable, in their covering letter and correspondence, including any other document accompanying their application.

In particular:

- personal data making identification of the applicant possible (such as surname, first name, date of birth, gender, nationality, knowledge and competencies related to the published profile);



- information provided by the candidate to enable the practical organisation of the interviews and/or tests (such as postal address, administrative address, email address, telephone number, information about a disability they may have or any other information on circumstances that could cause difficulties for the candidate during the interview or during the tests that form part of the interview, with the aim of adapting the selection procedure or of making reasonable accommodation);
 - information provided by the applicant to enable an assessment to be made of whether they meet the eligibility conditions set out in the vacancy notice or job description in the call for applications (such as nationality, level of education, professional experience, knowledge of languages and IT skills,);
 - evaluation grids, written assignments, and other test assignments; individual assessment, selection report;
 - any other information that the applicant deems relevant to their application;
 - recruitment files of selected SNE staff including the following information: personal data making identification of the applicant possible (such as surname, first name, date of birth, gender, nationality, knowledge and competencies related to the published profile); exchange of letters with the relevant Permanent Representation, recruitment fiche of the candidate, calculation of allowances, financial identification form and the legal entity form;
 - correspondence with candidates.
- c) Spontaneous applications:
- data included in their CV and, if applicable, in their covering letter and correspondence, including any other document accompanying their application.
- d) In the context of selection procedures to move resources to tasks (MRTT scheme):
- data contained in the CVs and, if applicable, in the motivation letters;
 - correspondence with candidates.
- e) In the context of other procedures:
- Interim agents: at the selection phase: surname, first name, date and place of birth, gender, nationality, telephone number, (e-mail) address, the curriculum vitae of candidates, including their motivation, education, length of professional experience, languages (and level). At the management phase: copy of passport/ID (proof of nationality), criminal record, request to order and purchase order, timesheets, invoices.



- Special Advisers: Name of the Special Adviser; birthday; birthplace; nationality; address; telephone-number, e-mail, mandate of the Special Adviser; data necessary for the conclusion and execution of the contract: start and end date of the contract; level of remuneration; number of working and mission days.
- Correspondence with candidates.

4. For what purpose do we handle your personal data?

Processing of data relating to the organisation and conduct of selection procedures organised by the General Secretariat of the Council (GSC) for the filling of temporary posts and managing of temporary assignments in the GSC in the framework of the MRTT (Moving Resources to Tasks) scheme. The following cases are possible:

- a) the organisation and conduct of the selection of eligible candidates, using the EPSO CAST or EPSO Permanent CAST databases or lists drawn up by other European institutions with a view to recruitment as a member of the temporary or contract staff;
- b) the organisation and conduct of selection procedures by the GSC, with the appointment of a selection board for the selection of temporary staff, contract staff and seconded national experts (SNEs); management of recruitment files of selected SNEs;
- c) the selection of eligible potential candidates from a reserve list of successful competition candidates drawn up by EPSO or another European institution with a view to recruitment as a member of the temporary or contract staff;
- d) the organisation of MRTT calls for applications with a view to assign staff members temporarily to another department;
- e) other procedures: selection of interim staff, management of contracts of special advisers.

5. What is the legal basis for the handling of your personal data?

- Article 5(1)(a) of Regulation (EU) 2018/1725: ‘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’. The public interest includes the data processing necessary for the management and functioning of the Union institutions;



- Article 10(2) (b) and (h) of Regulation (EU) 2018/1725 for health data: " the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject"; the processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- Article 10(2)(a) of Regulation (EU) 2018/1725 – the external candidates give consent to the processing of their health data when requesting to provide reasonable accommodation arrangements;
- Conditions of Employment of other Servants of the European Union (CEOS);
- Decision No 7/2014 of 1 January 2014 of the Secretary-General of the Council of the European Union adopting general implementing provisions on the procedures governing the engagement and the use of contract staff at the General Secretariat of the Council;
- Decision No 31/2021 of the Secretary-General on recruitment policy and procedures within the General Secretariat of the Council;
- Council Decision (EU) 2015/1027 of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council.

6. If the legal basis is consent, you can withdraw it by:

Candidates who have given consent to the processing of their personal data when requesting to provide reasonable accommodation arrangements within selection, can withdraw their consent by writing to the following functional mailbox –

Temporary.staffing.requests@consilium.europa.eu.



7. If the legal basis is a contract, are you obliged to provide us with your personal data and what are the consequences of not doing so?

Not applicable

8. If we did not receive the personal data directly from you for this purpose, how did we obtain it?

The data are obtained from the EPSO CAST and EPSO Permanent CAST databases, or from the lists drawn up by other European institutions.

9. Who are the recipients of your personal data?

A limited and specific number of GSC staff are involved in the processing of personal data, on a need-to-know basis.

In this context, personal data may be transmitted to the following:

- the Temporary Staffing Services Office (including its managers);
- the members of the selection board;
- the requesting department;
- the Appointing Authority/AECE,
- in relation to successful candidates: the Security Office, as well as other GSC services involved in the selection or recruitment process. (ORG 1. E.S1. Medical Service, ORG.5. Prevention and Safety),
- the Diversity and Inclusion Office (ORG.1. DI), in cases where there are circumstances that might cause difficulties for the candidate during the interview or during tests that form part of the interview, with the aim of adapting the selection procedure or of making reasonable accommodation where necessary;
- if necessary, the Legal Advisers to the Administration, and the Council Legal Service;
- the members of the Staffing and Mobility Unit (ORG.1.A);
- for SNEs, permanent representatives of the Member States to the European Union, access only to data of their own nationals;
- communication of the successful candidates' data to the Security Office and to other GSC departments involved in the selection or recruitment procedure. (ORG.1. E.S1. Medical Service, ORG.5. Safety and Security);



- In case of special advisers: ORG.4 Finance on the need-to-know bases;
- National employment agency (employer of the interim agent).

Data from EU CVOnline platform are accessible to TSS staff. Moreover, the data can be accessed and extracted by all HR staff who receive permission from TSS in order to perform selection tasks. The CV and/or applications are also shared with the recruiting DG or Service, and the selection board members by secured OneDrive application. Candidates can limit the access to their CV to themselves and at least one Institution among those using the EU CV online. If a candidate applies to a specific Vacancy or Call, then their profile will become accessible to the data recipients.

Where necessary, specific staff members within the European Commission on the need-to-know basis.

10. Will your personal data be transferred to a third country or an international organisation? If so, what safeguards are in place, if any?

No

11. For how long will we keep your personal data?

- In the case of spontaneous applications received but not selected: CVs are kept for twelve months after the selection procedure has been concluded, provided that no candidate has initiated administrative or judicial proceedings in respect of the selection procedure in question. In the event of administrative or judicial proceedings taking place, the data will be destroyed at the end of the appeal period.
- The application files of candidates who were not eligible for selection are kept for twelve months.
- For candidates that are on a reserve list but not recruited: the retention period corresponds to the validity of the merit list contained in the competition notice.
- For candidates that are recruited, the applications are kept on the office's network drive. The data are kept for up to twelve months after the selection has ended.



- For spontaneous applications sent to the functional mailboxes by successful candidates on either EPSO or CAST lists: the electronic files are archived and kept for a period of twelve months.
- For spontaneous applications sent to the functional mailboxes by persons other than successful EPSO or CAST candidates: the electronic files are archived and kept for a period of twelve months.
- Data about disabilities or other circumstances to be considered at the interview or during tests that form part of the interview process are destroyed as soon as they are no longer needed.
- Recruitment files of selected SNEs are kept for 10 years.
- For applications received via EU CVOnline - the data will be kept active for 6 months – or less in case the candidates delete their profile. At the end of the 6 months, the data subjects can decide to re-activate the data again if they wish their profile to stay in the database. If inactive, their profile will not be searchable, and they are only accessible for a reactivation by the candidates themselves. After 12 months of inactivity, the data will be completely removed from the database.
- For applications sent to the functional mailboxes of TSS by candidates for temporary assignments (MRTT): data is destroyed as soon as a temporary assignment is approved.
- The administrative retention period of the file for each interim agent – 12 months.
- Ten years after the end of the Special Adviser contract. In case of legal actions, the retention period is extended until one year after the final decision.

All other documents relating to the selection procedure, including evaluation grids, and official correspondence with candidates, are kept for twelve months from the closing date of the selection procedure;

12. Does the handling of your personal data involve automated decision-making, including profiling? What are the consequences for you?

No



13. What are your rights² and how can you exercise them?

You have the right of information and the right of access to your personal data.

You also have the right to correct and complete your data.

Under certain circumstances, you may have the right to obtain the erasure of your personal data, or the right to object to the handling of your personal data or to ask for it to be restricted. You can exercise these rights by sending an email to the person responsible for the handling of your personal data (see point 1), with the Data Protection Officer (see point 2) in copy.

Together with your request, you must provide a copy of an identification document to confirm your identity (ID card or passport). This document should contain an identification number, country of issue, period of validity, your name, your address and your date of birth. Any other data contained in the copy of the identification document such as a photo or any personal characteristics may be blacked out.

(Not applicable to GSC staff)

14. Could your rights be restricted under Art. 25 of the Regulation (EU) 2018/1725?

Not applicable.

15. You have the right to lodge a complaint with the European Data Protection Supervisor
edps@edps.europa.eu

Before you do so, it is recommended that you first try to obtain a remedy by contacting the person responsible for the handling of your personal data at the GSC (see point 1) and/or the Data Protection Officer (see point 2).

² Articles 17 to 22 of Regulation (EU) 2018/1725.