

## **Privacy statement – Selection of Temporary Agents, Contract Agents, Seconded National Experts (SNEs) and Trainees**

In the course of a selection procedure certain personal data needs to be provided to the Agency. Below you will find more information about the processing and the Data Protection safeguards put in place by the Agency to make sure any processing of your personal data is in line with Regulation (EU) 2018/1725 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.

### **What is the purpose and legal basis for processing your personal data?**

Any personal data shall be collected and processed solely for facilitating the selection of staff members, SNEs and trainees for new or newly vacant posts in the Agency.

The legal bases for processing your personal data are:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS), and in particular in Articles 12-15 and 82-84 of CEOS;
- Rules on the secondment of national experts to the European Chemicals Agency (Executive Director Decision 66/2018);
- Rules governing the traineeship scheme of the European Chemicals Agency (Executive Director decision 02/2015).

### **What personal data is collected?**

As the selection procedure requires the submission of a motivation letter and a CV, the personal data collected and further processed concern identification data and data concerning education and career.

For selection steps and tests carried out remotely, additional personal data may be processed, such as information to maintain the integrity of the test, e.g. IP address, browser header data (user agent), processes running, RAM & CPU usage statistics, installed drivers, peripherals connected and a videorecording of the candidate taking the exam, etc.

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

For the purpose detailed above, access to your personal data is given to the following persons:

- Agency staff of the HR unit responsible for the administration of the selection procedure in question;
- Staff appointed to take part in the selection procedure as a panel member.

For specific vacancies, additional selection procedures may be carried out by an external service provider of the Agency (processor), who shall equally have access to your personal data in such case. The same is true for remote tests carried out with the support of a third-party tool and service provider.

### **Who is the data controller?**

All processing of personal data during the selection procedure takes place under the responsibility of the Agency, while the Head of the Human Resources Unit exercise the tasks of the controller.

## How long are your personal data kept?

Your personal data are kept:

- For Temporary Agent and Contract Agent candidatures: all personal data of the applicants will be stored for a maximum period equal to the duration of the validity of the reserve list. For recruited candidates, the necessary documents are transferred to the agent's personal file and will follow its retention time (8 years after the extinction of all rights of the individual and of all dependants and for at least 120 years after the birth of the individual). Videorecordings of candidates taking a remote test will be deleted after maximum 6 weeks.
- For Seconded National Expert candidatures: for non-recruited candidates the personal data will be stored for a maximum period of two years. Documents related to recruited candidates are kept in the SNE's personal file and will follow its retention time (8 years after the extinction of all rights of the individual and of all dependants and for at least 120 years after the birth of the individual).
- For Trainee candidatures: for non-recruited candidates the personal data will be stored for a maximum period of two years. Documents related to recruited candidates are kept in the trainee's personal file, which are kept for two years after the end of the traineeship at the Agency, provided there are no pending claims or any other open issues.

## What are your rights?

Anyone submitting personal data to the Agency has the right to access it and to update or correct it at any time. Under certain conditions, a right to erasure, restriction, objection and/or data portability also applies. Finally, you also have the right to withdraw your consent for ECHA to process your personal data at any time, however, this leads to the exclusion from the selection procedure.

To exercise these rights, contact the data controller at [jobs@echa.europa.eu](mailto:jobs@echa.europa.eu).

NB: The right to rectify the information already provided can only apply to the factual data processed within the concerned internal mobility procedure. This right can only be exercised up to the closing date for submission of candidatures. However, inaccurate identification data may be rectified at any time during and after the internal mobility selection procedure.

When experiencing difficulties in exercising these rights, you can contact ECHA's Data Protection Officer ([data-protection-officer@echa.europa.eu](mailto:data-protection-officer@echa.europa.eu)) or have recourse to the European Data Protection Supervisor.