



## **Selection and management of interim staff**

### **Privacy Statement**

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the **selection and management of interim staff**.

#### **1. Who is responsible for processing your personal data (data controller)?**

The controller is the European Education and Culture Executive Agency, Avenue du Bourget 1, BE-1049 Brussels.

The person designated as being in charge of the processing operation is the Head of Unit R1 People, Workplace and Communication.

Email: [EACEA-HR@ec.europa.eu](mailto:EACEA-HR@ec.europa.eu)

#### **2. Which personal data are processed?**

Data submitted by the candidates to the temping agency, such as

1. Personal data allowing identification of the candidate: surname, first name, date of birth and selected interim are required to provide a copy if their passport or identity card.
2. Information provided by the candidate to allow practical organisation of the contacts: street, post code, place, country, telephone, email address.
3. Information provided by the candidate to allow the verification of the selection criteria, according to the job requirements, such as: languages, diploma and training, professional experience (length, name of employers, function and tasks).
4. Information concerning recruitment and contracts, such as employment record and time sheet.
5. EACEA receives the CV as completed by the candidates in the temping agency. This might contain photos.

The data contained in point 1-5 are mandatory with the exception of the photos in point 5. This is not requested by EACEA, but is sometimes voluntarily given by the applicants.

---

<sup>1</sup> 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 Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

For the Head of Units or Head of Sectors, HR staff member in charge of final validation and their “backups” (in charge of validation of the interimaire’s weekly timesheet). Information to provide to the temping agency to grant access to the tool Workaniser:

- Name, family name, title and e-mail address
- Role within the organizational structure

### **3. For which purpose do we process your data?**

The processing is necessary for the selection of interim staff, in order to offer short term contracts to the best qualified, most suitable candidates. The purpose is to select interim staff at EACEA and daily management of the recruited interim staff. The EACEA employs staff on a temporary basis on short term contracts exclusively through temping agencies. The use of interim staff is based on the Framework contract HR/R1/PR/2019/023. Once engaged, the interim staff member signs weekly contracts with the temping agency. The interim staff also submits weekly timesheets through the Workaniser tool, which document the services provided to EACEA.

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

Access to your personal data may be given on a need-to know basis to the following recipients:

- Director of EACEA
- Head of Department of EACEA
- Heads of Operational Units of EACEA
- Deputy Heads of Unit of EACEA
- Heads of Sector of EACEA
- Assistants and secretaries of the persons listed above,
- Staff of the Human Resources Sector of EACEA
- Financial Sector EACEA
- Temping Agency (Randstad)
- EC staff providing security services (e.g. badges, access to the building)
- DIGIT related IT working environment of the interimaire (e.g., login details or any other required IT environment)

In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes, in particular, the following recipients:

- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure
- The European Anti-Fraud Office (OLAF)
- The Internal Audit Service of the Commission
- The Investigation and Disciplinary Office of the Commission (IDOC)
- The European Court of Auditors
- The European Ombudsman
- The European Public Prosecutor’s Office
- EU courts and national authorities

### **5. How long do we keep your personal data?**

The CVs of candidates are stored by EACEA for 6 months. The retention period of the HR overview and list, the purchase order, employment record, and original weekly timesheets are 5 years after the budget discharge (article 75 Financial Regulation<sup>2</sup>). After this period, the files are eliminated.

Data allowing for the identification and regarding the career of interim staff is stored the EC Corporate Tool Sysper. Retention period in the Sysper EC Corporate tool is determined by the Commission and is outside of the Agency's control. The specific Privacy Statement regarding the retention periods for the time management module retrieved from [here](#).

## **6. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

As this processing of your personal data is based on point of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

However, rights to access, rectify or erase may be restricted by the Controller on a case-by-case basis: this is done in line with the Decision of the Steering Committee on internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of activities carried out by the Education, Audio-visual and Culture Executive Agency (OJ L 92, 17.3.2021, p. 6–14: [EUR-Lex - 32021Q0317\(01\) - EN - EUR-Lex \(europa.eu\)](#)). This decision was adopted pursuant to Article 25 of the Regulation.

Restriction shall be proportionate to what is strictly necessary for the purpose of the processing. In order to grant or not the data subjects rights, the Agency will carry out a case-by-case assessment of each individual request and give the reasons underlying its decision for restriction.

## **7. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time: <http://edps.europa.eu>.

## **8. On which legal basis are we processing your personal data?**

---

<sup>2</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, OJ L 193, 30.7.2018, p. 1.

- Article 5(1)(a) of Regulation 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 (to be laid down in Union Law)

The legal basis is:

- The Commission Implementing Decision 2021/173 establishing the European Education and Culture Executive Agency.