

DATA PROTECTION NOTICE

For processing of personal data in the context of Eurojust human resources procedures

1. Context and Controller

As Eurojust collects and further processes personal data, it is subject to *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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC*.

Collection and processing of personal data within human resources procedures are under the responsibility of the Controller, who is the Head of the Human Resources Unit and can be contacted at hohrconfidential@eurojust.europa.eu.

2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?

Legal basis

In accordance with Article 5 of Regulation (EU) 2018/1725, processing of personal data in the context of Eurojust human resources procedures is necessary for compliance to the following legal obligations: the Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS), College Decision 2013-06 on implementing arrangements for the secondments to Eurojust of national experts, the Agreement of 15 March 2006 between the Kingdom of the Netherlands and Eurojust, Eurojust Decisions on implementing rules to the SR and College Decision 2019-09 on the Financial Regulation applicable to Eurojust.

Purpose of the processing

Personal data will be processed only for the purpose of managing your administrative and career data, the rights, entitlements and privileges of yourself and your relatives, calculating your salary and allowances, managing your working conditions and providing you with medical and welfare services.

Technical means

Your personal data are provided by the electronic submission of your application to a vacant position or an internship (via e-Recruitment or dedicated email), by the submission of Eurojust forms and/or supporting documents relating to your administrative status, career and learning opportunities, your entitlements, privileges, working conditions, medical and welfare services electronically (via email or through the electronic HR tool) or on paper.

The information is processed by Eurojust post-holders in e-Recruitment, e-HR, SYSPER, EU Learn, ABAC or in the Human Resources SharePoint site and is transferred to your personal file (where applicable) or to dedicated folders under the responsibility of the Controller.

Types of personal data

Personal data collected and further processed concern applicants to selection procedures, applicants to internship programmes, post-holders and their family/dependents. Information can relate to the following data:

- Identification data: name, surname, birth certificate, copy of passport, proof of completion of military service, proof of residence;
- Contact details: phone number, email address, residence address, contact details of designated emergency contact;
- Family data: marriage certificate, divorce certificate, birth certificate of dependent children, passport copies of spouse and dependent children, proof of school attendance of dependent children;
- Data related to health: fit-for-duty certificate, sickness certificate for yourself and your dependents;
- Data related to leave entitlements: annual leave requests, special leave requests and supporting documents, maternity leave requests and supporting documents, parental/family/unpaid leave requests and supporting documents;
- Data related to working time: hours of work entered in the electronic HR system;
- Data related to staff member's entitlements and working conditions: relevant forms on entitlements and working conditions with the required supporting documents ((birth certificates, nationality certificate/passport, documents, marital status and proof, if necessary income and payslip(s) of the spouse or declaration of honour of unemployment (for household allowance), documents related to dependent children such as birth certificates, school enrolment and fees, documents for determination of place of origin, installation/daily allowance documents (rental contracts), removal documents, relocation documents, travel expenses documents, requests for part time, leaves, Joint Sickness Insurance Scheme and Cigna documents to establish coverage (without health data), requests for unemployment or pension transfer in/out);
- Financial information: bank account details (IBAN and BIC codes, surname and address of account holder), proof of income of spouse, proof of allowances received from other sources, proof of payment of expenses;
- Career information: certificates of past employment, description of duties of positions held, names of professional contacts that can provide character references;
- Education information: certificates of completion of secondary and post-secondary studies, training certificates, language certificates.

3. Who has access to your personal data and to whom is it disclosed?

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- a) Eurojust post-holders members of the Human Resources Unit and Eurojust post-holders participating in selection procedures, the Eurojust doctor, line managers, the Reclassification Board and the Joint Reclassification Committee (JRC) for appraisal and reclassification. Access restrictions apply based strictly on need to know basis.
- b) Eurojust post-holders members of the Legal Affairs Unit for examining complaints and providing recommendations;
- c) Bodies charged with a monitoring, audit or inspection task in application of European Union law (e.g. internal audits, European Court of Auditors, Financial Irregularities Panel referred

to in Article 93 of the Financial Regulation, Exclusion Panel referred to in Article 143 of the Financial Regulation, European Anti-fraud Office – OLAF, EU Ombudsman, the Eurojust Data Protection Officer, the European Data Protector Supervisor);

- d) In case of litigation, including for contractual liability claims, data may be transferred to the European Court of Justice or to a mediator appointed by the parties, or to an external legal advisor, if requested;

4. How do we protect and safeguard your information?

All Eurojust post-holders and external experts participating in selection procedures and in the JRC sign a declaration of absence of conflict of interests and a declaration of confidentiality. Hard copy documents are stored in the HR archive, access to which is restricted to the HR post holders who are involved in the processes and granted by the Controller on a need to know basis. Access to the electronic tools is password protected and subject to the approval of the Controller.

5. How can you verify, modify or delete your information?

In case you wish to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please contact the Controller (hohrconfidential@eurojust.europa.eu) and explicitly describe your request.

6. How long do we keep your personal data?

Your personal data will be stored by the Human Resources Unit no longer than the maximum time limits for the retention of administrative personal data appended as an annex to the Data Protection Rules of Eurojust (OJ L 50 of 24 February 2020, p. 17).

7. Contact information

You have the right to access, rectify or erase or restrict the processing of your personal data or, where applicable, the right to object to processing or the right to data portability in line with Regulation (EU) 2018/1725.

Any such request should be directed to the Controller, by using the following email address: hohrconfidential@eurojust.europa.eu, and by explicitly specifying your request.

You may also contact the Data Protection Officer of the Eurojust (dpo@eurojust.europa.eu).

8. Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor (https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data.