



## DATA PROTECTION NOTICE

### Selection and Recruitment of Temporary and Contract Agents - Joint Selection Procedure

#### 1. Introduction

The European Union Agency for Asylum (hereinafter 'the EUAA' or 'the leading Agency') and the participating in a Joint Selection Procedure HOME Agencies are committed to protecting your privacy. The EUAA collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#)<sup>1</sup> (hereinafter 'the EUDPR').

This Data Protection Notice explains *inter alia* the reasons for the processing of your personal data, the way we collect, handle, and ensure protection of your personal data and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, as well as of the Data Protection Officer (DPO), and the European Data Protection Supervisor (EDPS) to which you may have recourse as well to exercise the said rights.

#### 2. Why and how do we process your personal data?

Your personal data are processed for the purpose of selecting and recruiting a Temporary (Article 2(f) CEOS), or a Contract Agent (Article 3a CEOS) through a Joint Selection Procedure<sup>2</sup> for which EUAA is the leading Agency. Personal data are processed in the context of assessing candidates' applications, submitted through the EUAA online application system ('eRecruitment'), and their performance throughout the various stages of the selection process, as well as establishing and managing the respective Joint Reserve List.

Candidates can draft, complete, and submit their application(s) after a secure, password-protected account is created on EUAA's online application system ('eRecruitment'). Submitted applications are screened by the appointed Selection Committee (SLC). Following that, shortlisted candidates are invited to the assessment phase (Written Test and Interview) of the selection procedure. Invitations to the above-mentioned phases are sent to candidates by e-mail.

Written Tests transcripts are scored anonymously by the SLC. The Final Report including a list of suitable candidates (Joint Reserve List) addressed to the Executive Director (as the Authority empowered to conclude appointments and contracts of employment) is endorsed by all Members of the SLC. The Executive Director decides on the above-mentioned Final Report.

All interviewed candidates are informed via email, on the outcome of the selection procedure.

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<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 (OJ L 295, 21.11.2018, p. 39, ELI: <http://data.europa.eu/eli/reg/2018/1725/oj>).

<sup>2</sup> For the purposes of a Joint Selection Procedure, the processing of personal data is governed by a Joint Controllershship Agreement accessible in the online application system of EUAA ('eRecruitment').





An Agency participating in a Joint Selection Procedure may consider making an offer of employment to the successful candidate(s) placed on the Joint Reserve List. Candidate(s) will be requested to provide to the recruiting Agency the necessary documentation in support of their application. Moreover, a pre-recruitment medical examination will be organised with the Medical Service of the European Commission, or a medical services external contractor (for EUAA, Da Vinci Healthcare Ltd, based in Malta)<sup>3</sup>.

### **3. On what legal ground(s) do we process your personal data?**

In accordance with paragraph 1 of Article 60 of [Regulation \(EU\) 2021/2303](#)<sup>4</sup> (hereinafter ‘the EUAA Regulation’), “[t]he Staff Regulations, the Conditions of Employment, and the rules adopted by agreement between the institutions of the Union for giving effect to the Staff Regulations and the Conditions of Employment shall apply to the Agency’s staff”, whereas pursuant to paragraph 3 of the same provision, “[t]he Agency shall exercise the appointing authority powers in respect of its own staff”.

Articles 12-15 and 82-84 of the Conditions of Employment of Other Servants of the European Union (CEOS)<sup>5</sup> set out the conditions of engagement for Temporary staff.

Within the EUAA, the engagement of Staff is governed by the MB Decision of 18 January 2016 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union, the MB Decision No 94 of 5 January 2022 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof<sup>6</sup>.

Consequently, the relevant processing operation is lawful under Article 5(1) points (a) and (b) of the EUDPR given that it is necessary both for the functioning of the EUAA as well as for compliance with a legal obligation to which the Agency is subject by virtue of the Staff Regulations and the CEOS and the relevant implementing rules, as mentioned above.

### **4. Which personal data do we collect and further process?**

The following (categories of) personal data may be processed:

#### **Screening phase**

#### **Personal data included in the application form submitted via the eRecruitment system:**

<sup>3</sup> If for a recruitment request managed by a participating Agency, more information on the processing of your personal data during the recruitment stage can be found on their respective Privacy Notices available online.

<sup>4</sup> Regulation (EU) 2021/2303 of the European Parliament and of the Council of the European Union of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (OJ L 468, 30.12.2021, p. 1, ELI: <http://data.europa.eu/eli/reg/2021/2303/oj>).

<sup>5</sup> Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (CEOS), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 (OJ L 56, 4.3.1968, p. 1, ELI: [http://data.europa.eu/eli/reg/1968/259\(1\)/oj](http://data.europa.eu/eli/reg/1968/259(1)/oj)), as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 (OJ L 287, 29.10.2013, p. 15, ELI: <http://data.europa.eu/eli/reg/2013/1023/oj>).

<sup>6</sup> Ref. number: EASO/MB/2022/002.



- contact/identification details of the applicant, such as name, surname, postal address, telephone number, email address, date of birth, gender, nationality;
- personal data provided by the candidate to verify whether they fulfil the eligibility and selection criteria laid down in the Vacancy Notice, such as educational background, including knowledge of languages, training, work experience, references (name, surname, postal address, phone nr, email address, work relationship);
- personal data included in the motivation section.

### **Assessment phase**

#### A. Personal Data related to the Members of the Selection Committee:

- Name, surname, job title, and their role in the SLC are disclosed to those candidates who are invited to the assessment phase;
- When interviews are organised in person, at EUAA Headquarters, the name and the surname of the Member(s) from another Institution/Agency/Body are also shared with the relevant EUAA staff as necessary (security, reception);
- When interviews are organised online, software tools (e.g., [Microsoft Outlook](#) and Microsoft [Teams](#), or [Webex](#)) are used. SLC Member's email address is used when setting up an online interview.

#### B. Personal Data related to the candidates

- As regards the Written Test phase, the following data are disclosed to TestReach Ltd (Data Processor): name, surname, e-mail address, and mobile phone number;
- When interviews are organised in person, at the EUAA Headquarters, the name and the surname of the candidates are also shared with the relevant EUAA staff as necessary (security, reception);
- When interviews are organised online, software tools (e.g., [Microsoft Outlook](#) and Microsoft [Teams](#), or [Webex](#)) are used. Candidates' email address is used when setting up an online interview.

### **Onboarding phase<sup>7</sup>**

During onboarding, the following personal data related to candidates are collected:

- Birth certificate of the candidate, copy of passport or identity card, copy of the diploma(s), or certificate(s) of the required level of education;
- Home address and private telephone number at the place of recruitment and of employment;
- Last tax domicile;
- Contact details of another person in case of emergency;
- Place of origin document (when applicable, if established by another EU Institution/Agency/Body);
- Employment certificates/contracts/payslips/tax certificates proving the length of professional experience;
- Criminal record extract issued by the competent authorities of the last country of residence;

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<sup>7</sup> Applicable if recruitment and consequent onboarding is managed by EUAA. If recruitment and onboarding are managed by a participating Agency, please refer on their respective Data Protection Notice.



- Family/Marital status;
- Personal information about the spouse and additional document/information (such as unemployment certificate. In case the spouse is employed, the following information is requested: occupation, name and address of employer, gross annual income, tax certificate and/or last pay slip);
- List of previous residence for 10 years preceding the entry into service;
- Indication about whether the successful candidate is medically fit for work or not;
- Birth certificate and personal information of children – if applicable;
- Declaration of receiving allowances from other sources;
- Declaration about any financial interest that may be considered as constituting a potential conflict of interests;
- Personal data in the document proving the fulfilment of any obligations imposed on the candidate by the laws concerning military service;
- Personal data contained in the Legal Entity form;
- Personal data contained in the Financial Identification form such as bank account details;
- Personal data contained in the reimbursement of travel and subsistence expenses form (if relevant).

Apart from the above, personal data may be contained in ad-hoc correspondence that candidate(s) may initiate with EUAA in case they have queries or request for clarifications.

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

**Not shortlisted candidates:** applications are kept for 2 years from being informed about the outcome of the Joint Selection Procedure.

**Shortlisted but unsuccessful candidates:** applications are kept for 2 years from being informed about the outcome of the Joint Selection Procedure. Assessment results (Interview and Tests) are kept for 5 years from the expiration of the Joint Reserve List.

**Successful candidates:** applications and assessment results (Interview and Tests) are kept for 5 years from the expiration of the Joint Reserve List.

**Recruited candidates:** their data collected in the field of recruitment should be stored in their personal file under Article 26 of the Staff Regulations. The time limit for storing is 10 years from the end of the period worked by a recruited applicant.

The above periods are without prejudice to the retention periods that Agencies participating in the Joint Selection may apply on the personal data of the candidate(s) they choose to recruit from a Joint Reserve List.

## 6. Who has access to your personal data and to whom are they disclosed?

Your personal data may be disclosed to the following categories of recipients:

- Personnel in the Human Resources Unit (HRU) of the EUAA;



- Members of the Selection Committee;
- The Head of the Administration Centre of the EUAA;
- The Executive Director of the EUAA;
- The Deputy Executive Director of the EUAA;
- The relevant Heads of Centre who may share Joint Reserve List information as well as applications with the relevant Head of Unit and/or Head(s) of Sector(s);
- Should your name be included in a Joint Reserve List, staff of a participating to a Joint Selection Procedure Agency, as far as your application is concerned upon request;
- Duly authorized personnel from TestReach Ltd may have access to your personal data for the purpose of organizing the Written Test as part of the assessment phase;
- Should you receive a job offer and need to undergo a pre-recruitment medical examination your contact details shall be shared with authorised personnel of the external service provider/or the Medical Service of the European Commission to arrange for the logistics of the examination;
- Authorised staff of the PMO;
- Personnel in the Finance Unit;
- Personnel in the Procurement and Facility Management Unit;
- Personnel in the Business Support and Security Unit;
- Personnel in ICT Unit;
- Duly authorised personnel from external service providers in case they provide consultancy and/or audit services to EUAA.

As regards the Selection Committee Members' personal data, the recipients are the candidates invited for the assessment phase.

On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g., the European Court of Justice, Court of Auditors, Internal Audit Service (IAS), European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor) may have access to your personal data.

## **7. How do we protect and safeguard your personal data?**

Data are kept in electronic format. Files with confidential information are stored in secure folders of restricted access, in the internal document management system of the EUAA, i.e., ERDMS. In case hard copies are needed, they are stored under lock and key by the HRU of the Agency and are accessible only on a strict need-to-know basis. The EUAA has put in place a number of technical and organisational measures as required under Article 33 of the EUDPR. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

You may find more information on how your personal data is processed by TestReach Ltd [here](#).  
You may find more information on how your personal data is processed by DaVinci Healthcare Ltd [here](#).



**8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?**

This processing activity does not entail any transfers of personal data to third countries or international organisations (outside the EU/EEA).

**9. Does this processing involve automated decision-making, including profiling?**

This processing activity does not involve automated decision-making, including profiling.

**10. What are your rights and how can you exercise them?**

According to the EUDPR, you are entitled to access your personal data and to rectify them in case the data are inaccurate or incomplete. If your personal data are no longer needed by the EUAA or if the processing operation is unlawful, you have the right to erase your data. Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data are lawfully processed, you may ask the Data Controller to restrict the data processing. You may also object, on compelling legitimate grounds, to the processing of data relating to you. Additionally, you have the right to data portability which allows you to obtain the data that the Data Controller holds on you and to transfer it from one Data Controller to another. Where relevant and technically feasible, the EUAA will do this work for you.

Should you have any queries/questions concerning the processing of your personal data or should you wish to exercise your rights, please contact the Data Controller, i.e., the Head of Human Resources Unit of the EUAA, by sending an e-mail to [HRU.Secretariat@euaa.europa.eu](mailto:HRU.Secretariat@euaa.europa.eu)<sup>8</sup>.

You may always submit queries, remarks or complaints relating to the processing of your personal data to the Data Protection Officer (DPO) of the EUAA using the following e-mail address: [dpo@euaa.europa.eu](mailto:dpo@euaa.europa.eu).

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following e-mail address: [supervision@edps.europa.eu](mailto:supervision@edps.europa.eu).

*Endorsed: (April, 2026)*

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<sup>8</sup> Queries concerning the processing of personal data in relation to this Joint Selection Procedure and the establishment and sharing of the Joint Reserve List are to be addressed to Data Controller of the EUAA. The Data Controller is responsible for replying to data subjects' requests up to the establishment of the Joint Reserve List. Any subsequent requests related to the recruitment process will be addressed by the respective recruiting Agency directly.