

PROTECTION OF PERSONAL DATA IN RELATION TO RECRUITMENT OF PERMANENT AGENTS, TEMPORARY AGENTS, CONTRACT AGENTS AND SECONDED NATIONAL EXPERTS

Identity of controller:

The Head of Unit A.1 (Human Resources and Communication) – controller;

The Head of the Human Resources Section (unit A.1.1) – delegate controller;

Purpose of processing:

To organise selection procedures to recruit staff; to manage applications at the various stages of these selections; to manage and check the use of the reserve lists.

Data concerned:

The data of candidates registered for these selections.

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from recruitment.

Type of data processed:

- Personal data allowing the candidate to be identified, i.e. surname at birth, first name, surname currently used, date of birth, gender and e-mail address.
- Information provided by the candidate to allow the practical organisation of pre-selection and other tests, i.e. street, postcode, town, country, telephone, fax, and any disability.
- Information provided by the candidate to verify whether he/she fulfils the admission criteria laid down in the selection notice, i.e. citizenship, languages, degree: year awarded, title, name of the awarding body, and professional experience.
- If applicable, results of the preselection or written/oral tests.

Legal basis:

Regulation (CE) n° 1406/2002 of the European Parliament and of the Council establishing a European Maritime Safety Agency, amended by Regulations (CE) N° 1644/2003 and 724/2004, and in particular Art. 6.

Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Communities (CEOS), laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 last amended by Council Regulation (EC, EURATOM) No 31/2005 of 20 December 2004, and in particular Art. 27-34 (SR) and Arts. 12-15 and 82-84 (CEOS).

Decision of the Administrative Board of the Agency of 20 March 2007 on Rules Applicable to Detached National Experts on Secondment to EMSA.

Recipients of the data processed:

Human Resources Sector (person/s in charge of supporting the Selection Committee)

Members of the Selection Committee

Appointing Authority (Executive Director)

Permanent Representations and Missions to the EU (for SNEs only)

Also, if appropriate, access will be given to the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service and the European Data Protection Supervisor.

Should the applicant's name be put on a reserve list and should a similar vacancy arise in another Unit, the Head of Unit (and/or Project Officer in the Sector) to which the vacancy belongs can have access to the CV and results of the evaluation of the applicant.

Lawfulness of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities (recruitment of personnel) and in particular Regulation (CE) n° 1406/2002 of the European Parliament and of the Council establishing a European Maritime Safety Agency (as amended), as well as art. 5(a) of the Regulation (EC) N° 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The data subject's rights:

Candidates have a right to access their data. They have a right to update or correct their identification data. On the other hand, data demonstrating compliance with the admissibility criteria may not be updated or corrected after the closing date for the respective selection procedure.

Candidates are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

Date when processing starts:

Date of application.

Contact information:

Head of Human Resources and Communication
European Maritime Safety Agency
Avenida D. João II, Lote 1.06.2.5
1998-001 LISBOA
Portugal