



EIOPA-DPO-20-11

**Record of personal data processing
related to the
Open Selection Procedure of EIOPA's Chairperson
(Art.31(5) Regulation (EU)1725/2018¹)**

EIOPA's Data Controller

The controller responsible for the processing is EIOPA's Board of Supervisors.

Address and email address of the controller:

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

fausto.parente@eiopa.europa.eu

EIOPA's Data Protection Officer

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

dpo@eiopa.europa.eu

External Processor(s) / Joint Controller(s)

N/A

Purpose of the processing

Personal data are collected in the context of the open selection procedure for the appointment of EIOPA's Chairperson.

More precisely, once the deadline for the submission of the applications has expired, the Pre-Selection Committee particularly established for the purpose of this recruitment procedure screens the applications and draws up a list of up to 10 candidates to be invited to a pre-selection interview (pre-shortlist). Following the interview, the Pre-Selection Committee submits its report (including the assessment of the interviewed candidates) to EIOPA's Board of Supervisors (BoS) and recommends

¹ 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

a list of up to 6 most suitable candidates for the BoS to invite them to an interview and presentation. After the conclusion of the previous step, the BoS adopts a final short-list of 3 candidates and submits it to the European Council, which takes the decision on the appointment of the Chairperson, after confirmation of the European Parliament.

Categories of data subjects & Personal data collected

The personal data processed are the ones provided in the data subjects' application, i.e. the CV and the motivation letter and, for those in the pre-shortlist and short-list, the data in the declaration on conflict of interests.

Recipients of personal data

Data of all candidates are disclosed to:

- the Pre-Selection Committee performing the pre-screening;
- EIOPA's designated staff members (from the Legal team and the HR Unit);
- Personal Assistants of the Pre-Selection Committee members (except the declaration on conflict of interests);
- If appropriate, the Internal Audit Service, the European Ombudsman, the Civil Service Tribunal, the European Data Protection Supervisor, and if relevant, the appropriate Appeal Body.

Data of short-listed candidates are also disclosed to:

- EIOPA's Board of Supervisors' Chairperson, Voting Members, EEA-EFTA Members, Permanent Representatives and the Representative of the European Commission;
- European Council and Parliament.

CV and declaration on conflict of interests of the appointed Chairperson are published on EIOPA's website.

Transfer of personal data to a third country or international organisation. If so, to which ones and with which safeguards?

No personal data are sent to a third country or an international organisation in the context of this processing activity.

Retention period

The data collected are stored electronically and kept for the following periods:

- for those not invited to the pre-selection interview: one year after the nomination of the Chairperson,
- for those pre-shortlisted and shortlisted: two years after the nomination of the Chairperson,
- for the successful candidate: data are stored in his/her personal file for a period of ten years after the termination of employment.

In case of a legal challenge, the above dates shall be extended until two years after completion of all relevant proceedings.

Technical & organisational security measures taken

Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected. More precisely:

- Relevant documents are stored electronically and access to them is restricted.

Information on how to exercise data subject's rights

Data subjects may exercise the data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

To exercise these rights, please contact: fatima.diago_villescas@eiopa.europa.eu or DPO@eiopa.europa.eu.

For more information on the processing of personal data and on how to exercise the above rights, please refer to EIOPA's Legal Notice:

https://www.eiopa.europa.eu/legal-notice_en#PersonalDataProtection