



## Privacy Statement for Certification procedure for EMCDDA officials

Any data collected or information furnished in the framework of the certification procedure of EMCDDA officials will be processed in accordance with '[Regulation \(EU\) 2018/1725](#)'.

This Regulation concerns the protection of natural persons with regard to the processing of personal data provided to the European Union institutions, bodies, offices and agencies and on the free movement of such data. In compliance with Articles 15 and 16 of the Regulation, the EMCDDA provides all applicants with the following information:

The Controller<sup>1</sup> of the data is the Head of the Administration. In order to contact the controller please do it in writing to the following e-mail address: [EMCDDA-HR@emcdda.europa.eu](mailto:EMCDDA-HR@emcdda.europa.eu).

The purpose of the processing is exclusively, within personnel administration, the certification procedure of EMCDDA officials.

### Who has access to your information and to whom is it disclosed?

The recipients of the data are: Staff member concerned, reporting officers, where applicable appeal assessor, members of the EMCDDA Joint Committee and the Director in his capacity of appointing/contracting authority. The human resources staff dealing with the certification procedure. Data will be processed in strict confidentiality and exclusively for the purpose for which they were submitted. Only in the case of transfer to another European institution the certification documents of the staff member concerned will be transmitted to the institution concerned.

### How do we protect and safeguard your information?

The data collected can be accessed by designated EMCDDA staff working for the Human Resources Management Sector. The certification documents are stored in the personnel file of the staff member. The personal files are stored in electronic coded locked cabinets within the Human Resources Management Sector and are accessible only by authorised HR personnel.

### How can you verify, modify or delete your information?

[Regulation \(EU\) 2018/1725](#) safeguards your right to access your data and to require the Controller to rectify without delay any inaccurate or incomplete personal data. You also have the right to require the Controller to erase data if the processing is unlawful. For this, you need to contact the EMCDDA's Human Resources Management Sector in writing ([EMCDDA-HR@emcdda.europa.eu](mailto:EMCDDA-HR@emcdda.europa.eu)). The Controller shall deal with your request for rectification of data within one month from the introduction of the request. As far as requests for blocking and erasure, the Controller disposes of three calendar months to give follow up to the request from the moment of its reception. No data will be modified after the deadline for the

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<sup>1</sup> Article 3(8) of Regulation (EU) 2018/1725 defines the controller as follows: '[...] controller means the Union institution or body or the directorate-general or any other organisational entity which, alone or jointly with others determines the purpose and means of the processing of personal data [...]']



presentation of applications. Furthermore, you are free to address to the European Data Protection Supervisor at any time.

### **What personal information do we collect and for what purpose?**

The categories of personal data dealt with in this exercise are the following: family name, name, personnel number, function group, educational qualifications, professional experience within the EU institutions and outside the institutions and language knowledge.

The legal basis for processing data are the Staff regulations and the conditions of employment of other servants of the European Communities laid down by Council Regulation (EEC, EURATOM, ECSC) No. 259/68 as last amended by Council Regulation (EC, EURATOM EC) No. 1324/2008 of 18 December 2008 in particular Article 43 of the Staff regulations and Articles 15(2) and 87(1) CEOS. Furthermore, the Commission decision C(2005) 1940, of 22 June 2005 adopted by analogy by the EMCDDA Management Board (decision DEC/MB/07/01 of 27 February 2007).

### **How long do we keep your data?**

Data concerning certification files of successful applicants will be stored in the EMCDDA files for five years, starting from the time when the staff member concerned leaves the EMCDDA services or from the last pension payment. Within these files, the application supporting documents will be only kept for one month after the publication of the list of successful applicants.

In what concerns the unsuccessful applicants, data will be stored in the EMCDDA files until all appeal channels have been exhausted, including the time limits for appeals before the Civil Service Tribunal. The above mentioned provisions concerning the application supporting documents will also apply for unsuccessful applicants.

After the mentioned periods only data related to a macroscopic vision of the certification exercise of EMCDDA officials will be kept for statistical reasons and will be kept anonymous.

### **Recourse**

You have the right to recourse via the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under [Regulation \(EU\) 2018/1725](#) have been infringed as a result of the processing of your personal data by the EMCDDA.

You may also contact the EMCDDA's DPO in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: [dpo@emcdda.europa.eu](mailto:dpo@emcdda.europa.eu)