

EMCDDA Personal Data Protection Record on RECRUITMENT OF SECONDED NATIONAL EXPERTS (SNEs)

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	28 May 2019
2.	Reference number:	DPO-015
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	N.A.
6.	Name and contact details of processor (where applicable)	N.A.
7.	Purpose of the processing	The purpose of the processing is exclusively, within the recruitment of seconded national experts (SNE) at the EMCDDA.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	<p>The categories of personal data dealt with during any call for expression of interest for a secondment at the EMCDDA are the following:</p> <ul style="list-style-type: none"> - Data to identify and contact the applicant: family name, name, date of birth, gender, nationality, private address, e-mail address. - Data relevant to demonstrate, in the framework of the procedure, that the applicant fulfils the profile advertised in the vacancy notice (CV, if requested, a motivation letter, and if a position is offered, supporting documents). Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application. <p>It is compulsory for applicants to answer all questions contained in the application form and to fill in all fields requested in the CV. Failure to comply with the mentioned obligation may result in the disqualification of the applicant from the concerned selection procedure.</p>

9.	Time limit for keeping the data	Data regarding recruited applicants will be kept for ten years as of termination of the period of secondment or of the last payment.
10.	Recipients of the data	The recipients of the data are: HR staff dealing with the recruitment of SNEs, Head of unit for the assessment of the applications and where appropriate their staff members, the Director for decision. Data will be processed in strict confidentiality and exclusively for the purpose for which they were submitted.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	NO
12.	General description of security measures, where possible.	The data collected can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector. The data is stored in the Human Resources Management Sector's offices in locked cabinets.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	http://home.emcdda.europa.eu/html.cfm/index71489EN.html