

TEMPLATE FOR RECORDING OF PROCESSING ACTIVITY

NOTIFICATION TO THE DATA PROTECTION OFFICER (ARTICLE 31 REGULATION 1725/2018)

NAME OF PROCESSING ACTIVITY¹: Selection, Recruitment and Engagement of Middle Managers including assessment centres

1) Controller(s) ² of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible³ for the processing activity: Unit A.1, Human Resources and Internal Support.</p> <p>Data Controller: Cristina Romay Lopez, Head of Unit A.1, Human Resources and Internal Support.</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a)) ⁴
<p>The data is processed by EMSA itself. x</p> <p>The organisational unit conducting the processing activity is: Unit A.1, Human Resources and Internal Support.</p> <hr/> <p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party x In the context of the organisation of assessment centres.</p> <p>Hudson Belgium, Av. Marcel Thiry 75, 1200 Brussels, Belgium</p> <p>Contact point at external third party: Lieve Van Molle, Senior Manager, Public Sector EU, Hudson Belgium.</p>

¹ **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

² In case of more than one controller (e.g. joint operations), all controllers need to be listed here

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

3) Purpose of the processing (Article 31.1(b))

Why are the personal data being processed? Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing.

To appoint the most suitable candidate to a middle management function, i.e. Head of Unit or Head of Department.

Application stage

For interagency publications, a publication for the post is published on the website of the Agency and the link to the vacancy notice is sent to the Coordination of the Agencies to forward to all other Agencies for circulation to their staff members.

Applicants to an interagency publication complete their CV in Europass format and also provide a motivation letter to be sent by email.

For external publications, a publication for the post is published on the website of the Agency.

Applicants who wish to apply to an external publication complete their data in the e-recruitment tool to create an e-recruitment CV and also need to complete a section on their motivation for the post.

To implement internal mobility with regard to 2(f) temporary agents, the vacancy notice is published on the EMSA Intranet. Internal applicants send their CV in Europass format by e-mail to a dedicated mailbox.

In all cases, the selection procedure will be published pursuant to the Decision of the Administrative Board of 25 March 2015 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 (in annex).

Interview and written test stage

To this end, the Agency collects, manages and stores data relating to candidates who apply for these functions.

Data relate to:

1. the professional and personal profile of candidates (i.e. CVs and accompanying documents: motivation letter, copies of certificates, references, ...);
2. the results of written tests or interviews during at different stages of the selection process as well as

the results of evaluations during tests carried out externally at the request of the Agency.

Data under (1) is submitted by candidates themselves with their CVs (or afterwards when requested) and data under (2) are handled and/or consulted by different actors in the selection process: specific staff members in the Human Resources sector (service responsible for the selection/appointment of middle managers), members of the (pre-)selection committees and external human resources consultants under a framework contract concluded with the Agency.

If a candidate is invited for an interview, a copy of the identity card/passport, copies of the degrees, diplomas or educational certificates and employment testimonials, the legal entities and the bank account details are requested. Following the interview, the travel and accommodation expenses incurred will be reimbursed to the candidate. The reimbursement file is composed of a completed and signed Declaration of Expenses Form and the supporting documents listed in the form, i.e. documents proving the price of the travel for the flight (e.g. e-ticket, copy of the travel agency invoice) or of any other mode of public transport such as train or bus (e.g. copy of the ticket) and evidence of costs incurred for accommodation upon request, as well as the legal entity and the bank account details. The reimbursement file will be handled by a Human Resources Assistant/Officer, verified by the relevant colleagues in the Legal and Financial Affairs Unit and subsequently signed off by the Authorising Officer, prior to final processing by the Accountant.

In the invitation to interview, candidates will be asked if they need any special arrangements to be made for their participation.

Recruitment & Engagement

In the event the Agency decides to recruit an external candidate and an offer of employment is made, the successful candidate needs to complete a series of forms (attached) and to provide HR with the following documents:

1. Declaration of Conflict of Interest (in annex).

Recruits are asked to fill in a specific declaration of conflict of interest for managers and to identify any personal interests, family or financial, or interests of third parties, which would actually or potentially impair a candidate's independence in the course of their duties in the specific job they are applying for. The declaration will be submitted to the immediate superior of the candidate at EMSA for a first assessment as to the existence of a conflict of interest and its compatibility with the job which has been offered. Following this assessment, the Appointing Authority will issue a reasoned opinion.

2. Degrees, diplomas or educational certificates.

3. Statements/contracts/certificates from the previous and current employers stating the exact duration of employment, the job title and where necessary last payslips

4. The last payslip of the last employment as soon as it is available
5. A document proving their nationality(ies) (i.e. Passport or ID card)
6. An original letter/extract from the **criminal record** proving that they have no previous criminal convictions. Please see the file attached called Criminal Record for further information.
7. The Application Form (in annex)
8. The Determination of Entitlements under the Staff Regulations Form (in annex)
9. The Legal Entity Form ([download link](#)) (if not provided at the day of interview)
10. The Financial Identification Form ([download link](#)) (if not provided at the day of interview)
11. The JSIS Confidential Declaration Form (in annex) to be affiliated to the EU Sickness Scheme.

And, if appropriate:

12. A statement regarding any military service obligations
13. Marriage certificate or certificate of legal partnership
14. Divorce, legal separation or maintenance judgements
15. When married with no children, the spouse's latest salary slip and the spouse's latest income tax declaration. If the spouse is not employed, the spouse's registration as unemployed or as a job seeker or a declaration on honour of non-employment needs to be provided.
16. Birth certificate(s) of child(ren)
17. Proof of place of origin from current employer if they are working for the EU Institutions/Agencies as an Official, Temporary Agent or Contract Agent.

This information is needed in order to be able to sign the contract of employment and to establish the grade, step and entitlement of rights of the newcomer. It is processed by the responsible HR staff and the Appointing Authority or delegated appointing authority for the establishment of rights.

Additionally, the Medical Service of the Commission in charge of the pre-recruitment medical visit prepares and sends the "Certificate of Aptitude" to the Human Resources Unit. Any other data, such as the results of medical examinations and their diagnosis are retained by the Medical Service and not provided to EMSA. The procedure for the reimbursement of the travel and accommodation expenses for the pre-recruitment medical visit is the same as the reimbursement of the travel and accommodation expenses of candidates invited for an interview, as described above.

Originals and certified true copies are kept in the paper personal file, i.e. criminal record, original completed

forms, educational and employment testimonials, marriage certificate / children's birth certificates, documents related to the completion of military service. These documents are stored in the personal file and uploaded to the e-personal file. After two years the original criminal record file extracts are returned to their owner, or destroyed.

4) Lawfulness of the processing (Article 5(a)–(d)): Processing necessary for:

Mention the legal basis which justifies the processing

- (a) a task carried out in the public interest or
in the exercise of official authority vested in EMSA
(including management and functioning of the institution) x

The processing is necessary to help EMSA to recruit/select managers who possess the skills and competencies required to carry out their duties at the highest possible standard. Middle managers are central to the Agency's talent management efforts as they are both responsible for charting new course of action, driving change and achieving operational priorities and responsible for the management and development of their staff.

Under 15.2(e) of the EMSA Founding Regulation, Regulation (EC) No 1406/2002, as amended, the Executive Director shall exercise (e) he/she shall exercise, in respect of the staff, the powers laid down in Article 6(2).

- (b) compliance with a legal obligation to which EMSA is subject
- (c) necessary for the performance of a contract with the data subject or for the preparation of such a contract

Important Note

Consent may not be the most appropriate legal basis, in particular in the employment context. However, if you wish to use consent as legal basis, ensure that it complies with the following: it must be freely given, specific, informed and unambiguous consent. Contact the DPO if you need further clarifications.

- (d) Data subject has given consent (*ex ante*, explicit, informed) x

Candidates to middle management recruitment procedures will be informed of their data rights and the manner in which their personal data will be handled during the recruitment procedure. In the act of submitting their application, they are acknowledging their agreement to the processing.

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

EMSA staff x

In the case that an existing EMSA staff member applies.

Non-EMSA staff (contractors staff, external experts, trainees) ☐

Visitors to EMSA building ☐

Relatives of the data subject X

As described under 3) above in the event that the candidate is recruited.

Other (please specify): Candidates to recruitment procedures.

6) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) General personal data:

The personal data contains:

Personal details (name, address etc) x

First name, Family name, Date of birth, Place and country of birth, Gender, Nationality,
Private telephone number, Work telephone number, Mobile number, Email, Home address.
Address for correspondence (if different from home address).

Education & Training details x

Secondary and higher education, University or equivalent, Other education/Training received.
Knowledge of languages: level of English, other languages and level.

Employment details x

Dates of employment, information concerning the current employer (notice period required, if the applicant has any objection to the Agency making enquiries of the present employer), employer information (name, address, type of business), Description of the position (title, number of employees under the applicant's supervision, place of employment, name and title of supervisor, detailed description of the applicant's work, languages used).

Financial details x

Legal Entity and Financial Identity forms for those attending an interview/pre-recruitment medical visit and who have the right to reimbursement of travel and accommodation costs

Family, lifestyle and social circumstances

x

Information will be provided on the family composition for the purpose of payment of allowances in the event that the candidate is recruited.

Goods or services provided

☐

Other (please give details):

(b) Sensitive personal data (Article 10)

The personal data reveals: data about the management skills and personal skills of the applicants in the form of a report made by the external HR consultants.

Racial or ethnic origin

☐ n/a

Political opinions

☐ n/a

Religious or philosophical beliefs

☐ n/a

Trade union membership

☐ n/a

Genetic, biometric or data concerning health

☐ n/a

Information regarding an individual's sex life or sexual orientation

☐ n/a

Important Note

If you have ticked any of the sensitive data boxes, please contact the DPO before processing the data further.

7) Recipient(s) of the data (Article 31.1 (d))

Recipients are all parties who have access to the personal data

Data subjects themselves

x

partially: Candidates can ask EMSA for additional information upon completion of the recruitment procedure. Candidates may also have access, upon request, to a summary report on their results as well as oral

feedback on their performance at the assessment centre after EMSA'S Appointing Authority has taken a decision on the selection of the candidates.

Future managers of data subjects and their current manager could be involved in the recruitment procedure.

Designated EMSA staff members x

The Appointing Authority, the Human Resources sector (service responsible for the selection/appointment of middle managers) and members of the (pre-)selection committees and selection committees.

Also very limited members of the ICT Unit assisting with the e-Recruitment tool and Legal and Financial staff handling the verification of reimbursement of travel costs.

Access will be given to EU staff with the statutory right to access the data required by their function, i.e. the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service, the European Court of Auditors, OLAF and the European Data Protection Supervisor.

Designated Contractors' staff members x

The consultants assigned to the assessment centre exercise

Other (please specify):

8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))

If the personal data are transferred outside the European Economic Area, this needs to be specifically mentioned, since it increases the risks of the processing operation.

Data are transferred to third country recipients:

Yes ☐

No x

If yes, specify to which country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission	<input type="checkbox"/>
Standard Contractual Clauses	<input type="checkbox"/>
Binding Corporate Rules	<input type="checkbox"/>
Memorandum of Understanding between public authorities	<input type="checkbox"/>
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Important Note</p> <p>If no safeguards are applicable, please contact the DPO before processing the data further.</p> </div>	
9) Technical and organisational security measures (Article 31.1(g)) <i>Please specify where the data are stored during and after the processing</i>	
<p>How is the data stored?</p> <p>EMSA network shared drive x Only accessible to staff members responsible for the recruitment procedure within Unit A.1, Human Resources and Internal Support. As well as access restriction, the files concerned will be password protected.</p> <p>Outlook Folder(s) x There is a dedicated Outlook folder created for each recruitment procedure.</p> <p>Hardcopy file x For the personal file only.</p> <p>Cloud (give details, e.g. public cloud) <input type="checkbox"/></p> <p>Servers of external provider x The contractor retains the assessment report, the CVs of the candidates that the contractor receives from EMSA for the performance of the services, an automated report of the psychometric computer tests the candidate filled out.</p>	

Other (please specify):

The full set of recruitment documentation is stored in ARES.

Applicants who wish to apply to an external publication complete their data in the e-recruitment tool to create an e-recruitment CV and also need to complete a section on their motivation for the post.

If an applicant is recruited, his personal and professional documents are stored in the E-Personal file.

10) Retention time (Article 4(e))

How long will the data be retained and what is the justification for the retention period? Keep in mind that there are pre-determined retention periods for most types of files. Those are explained in the Records Management Policy and Procedure of the Agency. You can check EMSA Records Management Policy and Procedure [here](#).

For recruitment procedures for a position with a contract of indefinite duration, on the basis of a sampling and selection, the files can be destroyed 10 years after the expiry of the reserve list. For Recruitment procedures for a position of short-term contract duration, on the basis of a sampling and selection, the files can be destroyed 5 years after the expiry of the reserve list.

Files on candidates for a position with a contract of indefinite duration, invited for a selection interview are destroyed after 10 years. Files on candidates for a position of short-term contract duration, invited for a selection interview are destroyed after 5 years. Files on candidates not invited for a selection interview are destroyed after 2 years.

The contractor retains the assessment report, the CVs of the candidates and an automated report of the psychometric computer tests for as long as required by the data controller.

For files related to reimbursements of candidates invited to take part in a recruitment procedure, the payments are stored in ABAC and destroyed after 7 years.

Thank you for completing the form.

Now please send it to the DPO using the ARES workflow