



Privacy statement

Processing of personal data on the occasion of eRecruitment application tool; recruitment procedure

Personal data will be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council 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.

Purpose:

The purpose of the personal data processing is to evaluate the candidates' ability to perform the functions of the post for which a selection and recruitment procedure has been organised in order to select the best candidate for the position, in compliance with the requirements of the CEOS, implementing rules and vacancy notice.

Personal data collected and further processed:

EASA processes the data of data subjects applying to a vacancy notice published by EASA.

Categories of personal data:

- First name, surname; address; gender; nationality; data and place of birth
- Concerning the data subject's career/employment history
- Concerning, allowances and bank accounts
- Concerning leave and absences
- data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)
- in the form of personal identification numbers
- concerning the data subject's private sphere (leisure activities and sports)
- concerning recruitment and contracts
- concerning missions and journeys
- concerning telephone numbers and communications

Data controller:

Head of Human Resources Department; hr.info@easa.europa.eu

Recipients of personal data:

Members of selection panels (i.e. EASA staff members), exceptionally external persons as members of selection panels, or when conducting assessment centres in the context of a selection procedures, software developers consultants. This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

Data retention:

Collected personal data are recorded and stored for a period of five years upon expiration of the reserve list for both non-recruited candidates and candidates on the reserve list.

For recruited staff, personal data are recorded and stored for a period of 10 years after termination of service or upon payment of the last pension.

Contact & exercise of rights:



PRIVACY STATEMENT

Ref 033

ERecruitment

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data), please contact the Data Controller.

Recourse:

Data subjects have at any time the right to make a complaint regarding the processing of their personal data to [the European Data Protection Supervisor](#).