



Privacy statement

Processing of personal data on the occasion of Spontaneous applications and recruitment related queries

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 manage and process external inquiries pertaining to the EASA recruitment process as well as spontaneous applications (applications not responding to published posts), including providing information as to the procedure to be followed, namely applying to a published post via the on-line eRecruitment tool.

Personal data collected and further processed:

EASA processes the data of the following data subjects:

- All external persons applying spontaneously or requesting further information about the recruitment process

Categories of personal data:

- In the form of personal identification numbers
- Concerning telephone numbers and communications
- Other data are those being provided by the applicant/requester

EASA is not in the position to control what data is revealed by the sender. Nevertheless, the Agency takes all necessary measures to ensure confidentiality of the data received.

Data controller:

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

Recipients of personal data:

Staff members of the HR Department, without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation. 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 as long as 5 years

Contact & exercise of rights:

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](#).