



## SPECIFIC PRIVACY STATEMENT GOVERNING RECRUITMENT TO THE EUROPEAN COURT OF AUDITORS

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This privacy statement relates to the processing of personal data submitted by candidates applying in response to a selection procedure or vacancy notice published by the European Court of Auditors (ECA), and to the handling of all correspondence with the ECA in that regard.

This statement explains how the ECA will deal with your personal data and the manner in which we guarantee data privacy.

By contacting the ECA for any of the purposes mentioned above, you consent to your data being processed as described in this statement.

### **Who is responsible for the handling of your data?**

The data controller for this process is the Director of Human Resources, Finance and General Services.

### **Why do we collect your data?**

Data is collected as part of a selection/vacancy procedure so that the relative merits of all candidates can be evaluated with a view to their possible recruitment, but also so that we can respond to general questions concerning recruitment at the ECA.

Your personal data will not be processed for any purpose other than that for which it has been collected.

### **What are the rules governing the use of your data?**

The legal framework for the ECA's processing of personal data is given by [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018.

The rules on recruitment are Articles 27-34 of the Staff Regulations of Officials of the European Union and Articles 12-15 and 82-84 of the Conditions of Employment of Other Servants of the European Union.

### **What personal data do we collect?**

Depending on the use to which it will be put, candidates may be asked for the following data: name, nationality, address, telephone number, e-mail address, a curriculum vitae, a motivation letter, a formal declaration and any other information relevant to the application (including the grade and function group of EU officials).

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

The Directorate of Human Resources, Finance and General Services, the Private Office of the Secretary-General, the relevant selection board and, in rare cases, the responsible principal managers/directors have access to your data according to the "need to know" principle.

Your personal data may be transferred to the following recipients:

- internal and/or external auditors;
- the ECA's Legal Service if legal advice is required;
- the ECA's translation directorate if translation is required;
- and, in the event of a complaint, the ECA's Data Protection Officer, the European Data Protection Supervisor and the European Ombudsman.

If a vacancy notice or a call for expression of interest provides for a reserve list to be established, the reserve list containing the names of successful candidates will be published on the ECA website (Intranet/Internet).

### **How do we safeguard against possible misuse of or unauthorised access to your data?**

Your data is hosted at an external site located within the EU and placed under the control of the ECA, and is therefore covered by the numerous measures taken to protect the availability, integrity and confidentiality of the institution's electronic assets.

Access to personal data is restricted to a specific user group. Access rights are granted on a "need to know" basis, taking account of the role, post and responsibilities of the person concerned. These rights are continually updated as staff assignments change.

The ECA's Secretary-General has overall responsibility for implementation of the rules on access rights and compliance with the rules on data protection, but has delegated responsibility in these areas to different entities. The Court has an information security policy and an Information Security Officer who ensures that the policy is implemented correctly and related checks are efficiency-tested.

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

Your data will be stored until the end of the selection/vacancy procedure. This time will be extended by the period set out in the EU Financial Regulation, Staff Regulations and Treaty for the storage of data for audit and legal purposes.

The retention period for your data will depend on the selection/vacancy procedure. For example, spontaneous applications are retained for two years, but applications received in response to a call for expressions of interest or a vacancy notice are retained for two years and ten years respectively after the closure of the corresponding selection procedure.

The reserve list of successful candidates will remain on the ECA website (Intranet/Internet) until the end of its validity.

Personal data collected via the contact form will be erased from the register five years after the date of your request for information.

### **What are your rights?**

Your rights in respect of your personal data are set out in Articles 17 to 24 of Regulation (EU) 2018/1725.

You have the right to access your personal data and to have it rectified without undue delay if it is inaccurate or incomplete.

Under certain conditions, you have the right to ask us to erase your personal data or to restrict its use. Where applicable, you have the right to object to the processing of your personal data, on grounds relating to your particular situation, at any time, and the right to data portability.

You have the right to request that your name be omitted from the reserve list published on the ECA website.

We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary.

You can exercise your rights by contacting the data controller, using the contact information given below.

### **Whom should you contact if you have a query or complaint?**

The first point of contact is the HR Directorate at [ECA-recrutement@eca.europa.eu](mailto:ECA-recrutement@eca.europa.eu). If you have concerns about the processing of your personal data, you may also contact the Data Protection Officer ([ECA-data-protection@eca.europa.eu](mailto:ECA-data-protection@eca.europa.eu)).

Additionally, you have the right to lodge a complaint, at any time, with the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).