



SELECTION AND RECRUITMENT OF TEMPORARY AGENTS (TAS) AND CONTRACT AGENTS (CAS)

Record of processing activity	
Title	Selection and recruitment of Temporary Agents (TAs) and Contract Agents (CAs)
Name and contact details of controller	ENISA, Corporate Support Services Unit (HR), recruitment@enisa.europa.eu
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	<p>External contractor(s) that may support ENISA in different phases of the recruitment process (e.g. eligibility check).</p> <p>In the context of the covid-19 pandemic, recruitment processes (e.g. candidates' interviews and written tests) were conducted via the ENISA's CISCO Webex web conferencing platform. For further information with regard to processing of personal data with the use of CISCO Webex, please see relevant record on Web conferencing.</p> <p>In addition, the CIRCA-BC platform (Cermit), as provided via specific service contract with the European Commission DG DIGIT, is used as a collaboration platform for the selection panels, in order to process information related to the recruitment processes. For further information with regard to processing of personal data with the use of this platform, please see relevant record on the CIRCA-BC platform.</p>
Purpose of the processing	The purpose of processing is to organise staff selection procedures, to manage applications of candidates at different stages, and to recruit different categories of staff (e.g. temporary agents, contract agents, and trainees), in view of filling vacant posts and establishing reserve lists for potential future recruitments. For this scope, the applicants' personal data will be processed to facilitate the management of the recruitment process and any subsequent legal challenge to that process
Description of data subjects	The data subjects are candidates that submit an application as a response to a vacancy notice published by ENISA (TA, CA or trainee), in view of recruiting for a certain contract, grade and profile.
Description of data categories	<p>Identification details – information provided by the applicants to allow themselves to be identified and contacted by ENISA (e.g. name, surname, email address, phone).</p> <p>Eligibility and selection criteria information – information provided by the applicants to allow verification of their fulfilment of the criteria laid down in the vacancy notice (e.g. nationality, knowledge of languages, information on educational and professional experience, information relevant to military service and criminal records). Note: regarding criminal records, ENISA will return the criminal record to the candidate immediately after the selection and possible recruitment or not.</p>



	<p>Information related to interviews conducted at ENISA's premises, or remotely via video or telephone, written tests (on premises or remotely), tests conducted in assessment centre (for managerial positions). Candidates may also undertake online psychometric tests (only for candidates invited for interviews).</p> <p>Evaluation of candidates undertaken by the appointed selection board(s) in different stages of the selection process (e.g. pre-selection screening, interviews, tests, etc.).</p> <p>Information related to pre-medical visits for recruited candidates (i.e. fit to work medical certificate). Note: ENISA does not have access to the results of medical exams performed in pre-medical visits.</p> <p>Information related to support claims for the reimbursement of travel costs for interview or medical visits.</p>
Time limits (for the erasure of data)	<p>In relation to recruited applicants (TAs, CAs), whose data is stored in their personal file as per Article 26 of the Staff Regulations, the data is retained in ENISA for a period of up to 10 years after the termination of employment or the last pension payment.</p> <p>In relation to non-recruited personnel (TAs, CAs), the data is retained for a period of maximum of 2 years following the completion of the recruitment process.</p> <p>In relation to applicants (TAs, CAs), placed on the reserve list and not recruited the retention period for data relating to the "reserve lists for appointment" is to be determined in terms of the validity and the actual extension of the respective reserve lists.</p> <p>In relation to trainees completing a traineeship programme at ENISA, the data will be retained for no longer than five years following the completion of the traineeship program. Once the above 5 years period is completed, only the data necessary for providing a copy of the trainee certificate e.g. information on the duration of the traineeship, the department to which the trainee was assigned, the name of supervisor and the nature of work performed will be stored.</p> <p>In relation to non-recruited trainees, the data is kept for one year from the closure of the call.</p>
Data recipients	Designated ENISA staff involved in the recruitment process; appointed members of selection panels; designated staff of ENISA's contractors supporting the recruitment process.
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organnisational measures applicable to ENISA's internal IT systems; training of staff on personal data and confidentiality.
Privacy statement	https://www.enisa.europa.eu/recruitment/working-for-enisa/privacy-statement-in-relation-to-recruitment-at-enisa

