

# SELECTION AND CONTRACTING OF INTERIM AGENTS AT ENISA

## Record of processing activity

Title	Selection and Contracting of Interim Agents at ENISA
Name and contact details of controller	ENISA, Human Resources Unit, <a href="mailto:enisa-interimagents@enisa.europa.eu">enisa-interimagents@enisa.europa.eu</a>
Name and contact details of DPO	<a href="mailto:dataprotection@enisa.europa.eu">dataprotection@enisa.europa.eu</a>
Name and contact details of Joint Controller	N/A
Name and contact details of processor	Interim Agency Adecco that supports selection process and holds the contracts with the selected interim agents ( <a href="http://www.adecco.gr/jobs/">http://www.adecco.gr/jobs/</a> ).
Purpose of the processing	The purpose of this processing operation is to meet the needs for selection and contracting of interim agents at ENISA. In particular, the candidate applications are sent by the Interim Agency, notably Adecco (data processor) to ENISA Human Resources Unit in view of the selection and contracting procedure. For this scope, the applicants' personal data will be processed by ENISA to facilitate the management of the selection and contracting process and any subsequent legal challenge to that process
Description of data subjects	The data subjects are candidates that submit an application with the Interim Agency as a response to a job announcement, in view of selecting and recruiting interim agents for different profiles.
Description of data categories	<p>Identification details – information provided by the applicants to allow themselves to be identified and contacted by the Interim Agency (e.g. name, surname, email address, phone number etc.);</p> <p>CVs – information provided by the applicants to allow verification of their fulfilment of the requirements laid down in the job notice (e.g. nationality, knowledge of languages, information on educational and professional experience);</p> <p>Information related to the interviews conducted at Adecco and/or ENISA's premises, or remotely via video or telephone (e.g. schedules for interviews or specific requirements of the applicants);</p> <p>Time-sheets on the scope of verification of invoice (only for selected interim agents that work for ENISA).</p>
Time limits (for the erasure of data)	<p>In relation to recruited applicants, the data is retained for a period of 5 years (after the end of contract for relevant budgetary discharge and audits rules).</p> <p>In relation to non-recruited applicants, the data is retained for a period of 1 month (from the closure of the job advert).</p>
Data recipients	Delegated staff from the Interim Agency and delegated ENISA staff involved in different stages of the selection (e.g. HR unit, ENISA staff involved in the selection process).
Transfers to third countries	N/A

Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal systems. Training of staff on personal data is provided frequently.
Privacy statement	<a href="https://www.enisa.europa.eu/recruitment/working-for-enisa/data-protection-notice-in-relation-to-selection-and-contracting-of-interim-agents-at-enisa">https://www.enisa.europa.eu/recruitment/working-for-enisa/data-protection-notice-in-relation-to-selection-and-contracting-of-interim-agents-at-enisa</a>

