

SELECTION AND RECRUITMENT FOR SECONDED NATIONAL EXPERTS (SNEs)

Record of processing activity	
Title	Selection and recruitment for Secoded National Experts (SNEs)
Name and contact details of controller	ENISA, Corporate Support Services Unit (HR), recruitment@enisa.europa.eu, sne@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	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.
Purpose of the processing	The purpose of processing is to manage applications of candidates, to select seconded national experts in view of filling vacant SNE posts.
Description of data subjects	The data subjects are candidates that submit an application via the EU Permanent Representation, as a response to a vacancy notice published by ENISA.
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 number etc.);</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);</p> <p>Information related to interviews conducted at ENISA's premises, or remotely via video or telephone;</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>
Time limits (for the erasure of data)	<p>In relation to recruited applicants, 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, 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 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>





Data recipients	Access to the data is granted to delegated ENISA staff involved in different stages of the selection process, as well as members of appointed selection board(s).
Transfers to third countries	N/A
Security measures - General description	General security policy and technical/organisational measures applicable to ENISA's internal IT systems. Training on personal data is provided often to staff.
Privacy statement	https://www.enisa.europa.eu/recruitment/working-for-enisa/privacy-statement-in-relation-to-recruitment-at-enisa

