

DATA PROTECTION NOTICE IN RELATION TO SELECTION AND CONTRACTING OF INTERIM AGENTS AT ENISA

Your personal data shall be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council (OJ L 295, 21.11.2018, p. 39–98) 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 data¹.

The data controller of the processing operation is the European Union Agency for Cybersecurity (ENISA), Human Resources Unit.

The legal basis for the processing operation is article 5(1)(a) Regulation (EU) 1725/2018, as interim agents are necessary for the functioning of ENISA, e.g. to replace staff on long term absence or to cope with peak periods which require additional workforce².

The data processor of the processing operation is the Interim Agency Adecco, who will carry out on behalf of ENISA specific parts of the processing operation, such as interviews or other types of tests in the context of the selection and contracting procedure (as per Framework Contract, ENISA F-RED-19-C31 for Services for provision of interim agent support services). The Interim Agency establishes at the end of the procedure the contract with the selected interim agents.

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.

The following personal data are being processed:

- 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.);
- 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);
- 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).

Access to your data will be granted only to delegated staff of the Interim Agency involved in different stages of the selection process (data processor), as well as to delegated ENISA staff involved in different stages of the selection process (e.g. HR unit, ENISA staff involved in the selection process). The data may also be available to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, the European Ombudsman).

Personal data will be kept up to a maximum period of:

- 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).
- In relation to non-recruited applicants, the data is retained for a period of 1 month (from the closure of the job advert).

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1725>

² See also Directive 2008/104/EC of the European Parliament and of the Council of 19 November 2008, OJ L 327, 5.12.2008 on temporary agency work; <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:327:0009:0014:EN:PDF>



You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. We will consider your request, take a decision and communicate it to you. If you have any queries concerning the processing of your personal data, you may address them to the Interim Agency and/or ENISA at enisa-interimagents@enisa.europa.eu.

You may also contact at any time the ENISA DPO at dataprotection@enisa.europa.eu. **You shall have right of** recourse at any time to the European Data Protection Supervisor at <https://edps.europa.eu>.

