



## Privacy statement in relation to recruitment at ENISA

All personal data shall be processed in accordance with Community Regulation (EC) No 45/2001 of the European Parliament and of the Council (OJ L8 of 12.01.2001, p1) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

[http://eur-lex.europa.eu/smartapi/cgi/sga\\_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=en&numdoc=32001R0045&model=guichett](http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=en&numdoc=32001R0045&model=guichett)

### Why do we collect the data?

Applicant's data which is collected in respect of a recruitment process will be kept to facilitate the management of the recruitment process and any subsequent legal challenge to that process.

### What kind of personal data do we collect?

The data which is retained includes the information contained in the application form and (if applicable) any additional data which is gathered or provided as part of the recruitment process.

### Which technical means do we use to process the data?

All the personal data is stored on internal ENISA servers. Any remote access during the recruitment process facilitated using the secure internet protocols https. Access to the data is restricted to the Human Resources section and staff supporting the recruitment process.

### How can you access and alter your data

Any applicant has the right to access and correct their personal data. Applications for access can be made to the Human Resources section at [recruitment@enisa.europa.eu](mailto:recruitment@enisa.europa.eu).

Data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.





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

The following categories of persons have access to your data.

- 1 The applicants who submit the personal data;
- 2 ENISA managers, HR section and staff supporting the recruitment process;
- 3 IT staff supporting the recruitment process;
- 4 EU staff with a statutory right to access the data as required by their function. Eg: European Court of Auditors, European Data Protection Supervisor, Internal Audit Service.

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

In relation to recruited applicants data is retained in ENISA for up to 10 years after the termination of employment or for a reasonable time following the last pension payment.

In relation to non-recruited personnel the data is retained for a maximum of 2 years following the completion of the recruitment process.

In relation to applicants placed on the reserve list the data will be retained for no longer than 2 years following the closure of the call for applications.

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.

### **Which security measures are in place against misuse or unauthorised access?**

The information system is protected against unauthorised use. Only identified authorised recipients have access, protected by a login and a password, over a secure internet or intranet connection. Users within ENISA are given access rights corresponding to the requirements of their job and only to the data relevant for their purposes.

### **Whom to contact?**

The following mailbox should be used to address any queries in relation to this privacy statement. [recruitment@enisa.europa.eu](mailto:recruitment@enisa.europa.eu)

### **Recourse**

You have the right of recourse at any time to the European Data Protection Supervisor:

<mailto:edps@edps.europa.eu>

