

# Privacy statement on the protection of personal data in relation to the pre-recruitment medical visits of newly appointed ENISA staff members

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## Legal Basis

- Staff Regulations – Article 28(e) and Article 33 second paragraph;
- Title II, Chapter 3, Article 12, § 2 d of the CEOS;
- Title IV, Chapter 3, Article 82 § 3d and Article 83 of the CEOS;
- Service Level Agreement between ENISA and DG HR, Ref. SLA ENISA/M/02/12ADM;

## Purposes of the processing

- Management and follow up of pre-recruitment medical visits as a condition of employment.

## Description of the data of categories of data

- Family name, first name, date of birth, job category (TA or CA), languages spoken: data sent to the EC medical service in order to get an appointment for a pre-recruitment medical visit;
- Medical exams are performed in the medical centre of the European Commission and medical results remain there. No medical information is transferred to ENISA;
- ENISA receives the medical certificate of aptitude (fit to work) issued by the medical service and keeps this document in the personal file of the new staff member.

The following information is stored on the ENISA's internal information system (I drive and Paperless) in order to process the reimbursement of the travel expenses incurred by the pre-recruitment medical visit performed at the medical centre of the Commission in Brussels: Name, date of birth, date of pre-recruitment medical visit, total amount of expenses with supporting documents (booking confirmations, invoices, tickets, etc.), date.

The following information is stored on the form "Fit to work": family name and first name, date of birth, date of the medical exam, contract type, institution hiring the data subject, the name of the examining doctor.

## Information to be given to data subjects

Data subjects are informed by email when their medical certificates of aptitude (fit to work) has been received from the Commission since new staff recruited cannot take up duties without fit to work.

## Procedures to grant rights of data subjects

### Right of access

No medical information pertaining to the pre-recruitment medical visits is available at ENISA.

### Storage media of data

Original fit to work is kept in the paper personal file and a scanned copy is kept in the electronic personal file.



## Retention policy and conservation period of (categories of) personal data

### Retention period related to pre-recruitment medical visits:

“Fit to work” forms are issued by the medical centre of the European Commission. This document is kept for a limited period according to the retention policy of ENISA.

## Measures to ensure security of processing

### Confidentiality

ENISA has adopted the use of a Declaration of confidentiality that was signed by all the HR Assistants/backups dealing with the processing of pre-recruitment medical visits.

### Physical security

The physical security is done in line with the other units.

### Request for information

For any further information regarding the handling of their personal data, data subjects can address their request to the HR functional mailbox at: [recruitment@enisa.europa.eu](mailto:recruitment@enisa.europa.eu)

For additional request regarding the protection of their personal data, data subjects can also contact the ENISA Data Protection Officer at: [dataprotection@enisa.europa.eu](mailto:dataprotection@enisa.europa.eu)

## Recourse

You have the right of recourse at any time to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu) .

