

RECORD NO: 12

SELECTION AND RECRUITMENT OF TEMPORARY AGENTS (TAS) AND CONTRACT AGENTS (CAS)

Record 12 of processing operation “Selection and recruitment of Temporary Agents (TAs) and Contract Agents (CAs)”

Date of last update	10/7/2024
Name and contact details of controller	ENISA, Corporate Support Services Unit (HR), recruitment [at] enisa.europa.eu
Name and contact details of DPO	dataprotection [at] enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	Adequasys (https://adequasys.com/) providing the Adequasys HRMS recruitment platform under specific service contract with ENISA. A specific Data Processing Agreement forms part of the service contract.
Purpose of the processing	To administer staff selection procedures, to manage applications of candidates at different stages, and to facilitate the recruitment of different categories of staff (e.g., temporary agents, contract agents, seconded national experts and trainees), in view of filling vacant posts and establishing reserve lists for potential future recruitments. For this scope, the applicants' personal data will be processed to facilitate the management of the recruitment process and any subsequent legal challenge to that process.
Description of data subjects	The data subjects are candidates that submit an application as a response to a vacancy notice published by ENISA (TA, CA or trainee), in view of recruiting for a certain contract, grade and profile.
Description of data categories	<ul style="list-style-type: none"> • 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.); • 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, information relevant to military service and criminal records); • Information related to interviews conducted at ENISA's premises or remotely via ENISA's videoconferencing platform (further information on the processing of personal data via ENISA's videoconferencing platform will be provided in the case of interviews or written tests conducted remotely), written tests, tests conducted in assessment centre. Candidates may also undertake online psychometric tests (further information on the processing of personal data in the context of online psychometric tests shall be provided to candidates in such cases); • Evaluation of candidates undertaken by the appointed selection board(s) in different stages of the selection process (e.g., applications, pre-selection screening, interviews, tests, etc.).



	<ul style="list-style-type: none"> • Information related to pre-medical visits for recruited candidates (e.g., fit to work medical certificate); • Information related to support claims for the reimbursement of travel costs for interview or medical visits.
Time limits (for the erasure of data)	<ul style="list-style-type: none"> • <u>In relation to recruited applicants</u> (Temporary Agents, Contract Agents and SNEs) 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. • <u>In relation to non-recruited personnel</u> (Temporary Agents, Contract Agents and SNEs), the data is retained for a period of maximum of 2 years following the completion of the recruitment process. • <u>In relation to applicants placed on the reserve list and not recruited</u> (Temporary Agents, Contract Agents and SNEs), 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. • <u>In relation to trainees completing a traineeship programme at ENISA</u>, the data will be retained for no longer than five years following the completion of the traineeship program. Once the above 5 years period is completed, only the data necessary for providing a copy of the trainee certificate e.g. information on the duration of the traineeship, the department to which the trainee was assigned, the name of supervisor and the nature of work performed will be stored. • <u>In relation to non-recruited trainees</u>, the data is kept for one year from the closure of the call.
Data recipients	<p>Access to your data will be granted only to delegated ENISA staff involved in different stages of the selection process; members of appointed selection board(s); delegated ENISA contractor involved in different stages of the selection process (data processor). The data may also be available to EU bodies charged with monitoring or inspection tasks in application of EU law (e.g., internal audits, European Anti-fraud Office – OLAF).</p>
Transfers to third countries	No transfers outside EU/EEA are foreseen.
Security measures - General description	General security policy and technical/organnisational measures similar to ENISA's internal IT systems.
Privacy statement	Available within each Vacancy Notice.

