



RECORD OF DATA PROCESSING

Record of EFCA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 ¹

1. TITLE SELECTION AND RECRUITMENT
 2. REF NUMBER **DPR-19**

PART I (PUBLIC)

CONTROLLER/S OF THE DATA PROCESSING OPERATION	
3. CONTROLLER	HEAD OF UNIT 1 EUROPEAN FISHERIES CONTROL AGENCY (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO
ORGANISATIONAL UNIT	Unit 1 Resources and IT Human Resources
CONTACT PERSON/S	Wilhelm SCHERZER +34 986 12 06 20 wilhelm.scherzer at efca.europa.eu EFCAHR at efca.europa.eu
4. DATA PROTECTION OFFICER (DPO)	Stefano DONADELLO +34 986 12 06 24 EFCA-DPO at efca.europa.eu

WHERE APPLICABLE:

5. JOINT CONTROLLER	N/A
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WHERE APPLICABLE:

6. PROCESSOR	N/A
EXTERNAL CONTACT	N/A

7. PURPOSE/S	To select and recruit temporary agents (TA), contract agents (CA) and seconded national experts (SNE).
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¹ Regulation (EU) [2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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 data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

8. CATEGORIES OF DATA SUBJECTS	<input checked="" type="checkbox"/>	EFCA STAFF (TA, CA, SNE)
		EFCA EXTERNAL STAFF, TRAINEES
	<input checked="" type="checkbox"/>	OTHER. PLEASE SPECIFY: Applicants and candidates
	<i>Further details:</i> <ul style="list-style-type: none"> - Persons that have sent to EFCA an application for a post published by the EFCA in a vacancy notice as part of selection procedures for the recruitment of temporary agents and contract agents. - Persons that have been presented to EFCA by their Member State authority (employer) or the EU Permanent Representation of their country for a secondment to EFCA. 	
8BIS. CATEGORIES OF PERSONAL DATA	<input checked="" type="checkbox"/>	NAME AND SURNAME
	<input checked="" type="checkbox"/>	CONTACT DETAILS
	<input checked="" type="checkbox"/>	EDUCATION, TRAINING, EMPLOYMENT
		FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES
	<input checked="" type="checkbox"/>	FINANCIAL DETAILS
	<input checked="" type="checkbox"/>	OTHER. PLEASE SPECIFY: Extract of Criminal Record
<i>Further details:</i> <ul style="list-style-type: none"> - Extract of Criminal Record (only for candidates who have been offered a contract). - Documents issued by the applicant/candidate which state or confirm work experience and a specific status. - European CV: surname, first name, telephone, fax, e-mail, address, nationality, date of birth, gender, work experience, education and training, mother tongue, knowledge of other languages, personal skills and competences, other skills and competences, driving licence. - Declaration of honour, Motivation Letter, Legal Entity and Financial Identity Forms (for those invited to the interview having the right to be reimbursed) - EFCA documents: documents issued by EFCA for processing selection and recruitment (stating status or information related to the applicant or candidate, e.g. letters, job offer, contract, classification sheet, evaluation sheets, selection documents, decisions, exchange of letters, call for expression of interest and minutes of selection for SNE if applicable, offer letter for SNE, declaration of conflict of interest). 		
9. TIME LIMIT	<ul style="list-style-type: none"> - Recruited applicants/engaged SNE: 10 years as of the termination of engagement. - Non-recruited applicants/non-engaged SNE: 2 years following the recruitment procedure. - Non-recruited applicants on the reserve lists: 2 years following the termination of its validity. - "Accreditation of criminal record" form: as long as the personal file is kept (extract of Criminal Record is returned to the data subject immediately after the form is completed). - Sensitive data such as disability is deleted once no longer necessary for recruitment or reimbursement purposes or following the date when any follow-up procedure has been completed. However, in the case of successful applicants, such data can be forwarded to the personal file in case special arrangements are required throughout the whole period of employment. 	
10. RECIPIENTS	<input checked="" type="checkbox"/>	DESIGNATED EFCA STAFF
		CONTRACTORS
	<input checked="" type="checkbox"/>	EU INSTITUTIONS AND BODIES
	<input checked="" type="checkbox"/>	MEMBER STATES AUTHORITIES
		OTHER. PLEASE SPECIFY:
<i>Further details:</i> <ul style="list-style-type: none"> - Staff of Resources and IT Unit processing recruitment files. - Members of the Selection Board, which may include external members (Non-EFCA staff), who are professionals (officials or agents) of the EU Institutions or other EU Agencies and/or persons who act as advisors who may be called by the Selection Board to attend or advise for the assessment. - EFCA Executive Director. - Only for the purpose of clarifying specific questions related with selection, assessment, verification, the pertinent selection documents may be disclosed as well to other EFCA staff (Legal staff, Head of Unit of the pertinent unit). - For verification/evaluation purposes, data may be disclosed to issuing entity of educational credentials. Disclosure of data for verifying work experience may only be made following consent of the data subject. - Should the applicant's name be put on a reserve list and should a similar vacancy arise in another Unit, the Head of Unit (and/or Head of Sector) to which the vacancy belongs can have access to the CV and results of the evaluation of the applicant. - The ICT Sector in its function of technical control of data systems including emails and data storage may have access to the data and process for technical purposes within the normal security framework. 		

11. ARE THERE ANY TRANSFERS OF PERSONAL DATA <u>OUTSIDE THE EU/EEA</u> ?			
YES	NO		
	<input checked="" type="checkbox"/>	TO THIRD COUNTRY RECIPIENTS	N/A
	<input checked="" type="checkbox"/>	TO INTERNATIONAL ORGANISATIONS	N/A
	<input checked="" type="checkbox"/>	PUBLISHED ON THE INTERNET	N/A
<u>IF YES</u> , ON WHAT GROUNDS?			
N/A			
12. GENERAL DESCRIPTION OF SAFEGUARDS TAKEN			
A number of technical and organisational measures have been put in place by the Agency. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.			
13. SPECIFIC PRIVACY STATEMENT (WHERE APPLICABLE)			
Publicly available at the Website on the Recruitment page Global HR Privacy Statement published on the intranet (HR & Me)			