



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** *Selection and recruitment procedure for middle management functions and adviser functions in the European Commission*

**Data Controller:** *Directorate- General for Human Resources and Security / HR.02*

**Record reference:** *DPR-EC-01832*

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## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “*Selection and recruitment procedure for middle management functions and adviser functions in the European Commission*” undertaken by services responsible for middle management selection and recruitment procedures in DG Human Resources and Security (currently unit HR.02 “Executive Staff” together with units HR.E1, HR.E2, HR.E3 and HR.E4) is presented below.

## **2. Why and how do we process your personal data?**

We collect and use your personal information to organise and manage the selection and recruitment process for middle management functions and adviser functions in the Commission, to ensure that the most suitable candidate is selected, appointed and, where applicable, recruited for every position.

The vacancy notice, published in Sysper or externally, specifies the eligibility criteria, the minimum qualifications and necessary competencies which applicants must possess for their applications to be taken into consideration, as well as desirable qualifications and competencies. Candidates interested in a published position must apply in Sysper by uploading their CV and motivation letter, within the application deadline. The applications of inter-institutional and external candidates are received via CV-online. Applying by email through sending the required documents to a functional mailbox is only possible in exceptional circumstances, as set out in in each vacancy notice. The selection procedure is mainly managed within the SYSPER vacancy module.

The selection procedure includes the assessment of eligibility <sup>(1)</sup> and suitability of candidates for the position, followed by pre-selection and/or final interviews for those considered best suitable at each stage. The process concludes through the establishment of a proposal or of a shortlist of candidates who best correspond to profile sought. Candidates applying to middle management functions invited to the final interviews need to pass an assessment centre, evaluating the applicants' managerial skills and providing an analysis of their potential.

Amongst the shortlisted candidates, the most suitable candidate is appointed, after which the selection procedure is closed. If the most suitable candidate is not an official, the person will be recruited and their financial rights established.

Candidates who are appointed for the first time to a head of unit function in the Commission, serve a management trial period of nine months as a probationer head of unit, unless they have already completed such a trial period in a previous function in the European Institutions. After

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<sup>(1)</sup> The evaluation of eligibility by the pre-selection panel is subject to confirmation by the Appointing Authority.

having successfully completed the trial period, confirmed by a probation period report validated in SYSPER, they will be established as head of unit.

Your personal data will not be used for automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

- (a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

The legal basis for the processing is:

- Articles 1 quinquies, 5, 27, 28, 29, 31, 32 and 33 of the Staff Regulations of officials of the European Union;
- Article 11 and 11(a) of the Staff Regulations (as of 2014) for forms as regards conflicts of interest;
- Articles 12 and 13 of the Conditions of Employment of other servants of the European Union;
- Commission Decision of 15 June 2016 on middle management staff (C(2016)3288);
- Commission Decision of 7 June 2016 concerning the function of adviser (C(2016)3214);
- Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents (C(2013)9049);
- Commission Decision C(2025) 4716 of 16 July 2025 laying down general implementing provisions for the engagement and use of temporary staff under the terms of Article 2, points (a), (b) and (d) of the Conditions of Employment of Other Servants, and amending decision C(2013)9049;
- Political guidelines of the President for the next European Commission 2024-2029;
- Commission decision PV 2020(2351) on measures to reach gender equality at all levels of management the European Commission by the end of 2024;
- Commission Decision of 7 February 2007 on the Rules of Procedure for the Consultative Committee on Appointments (C(2007)380);
- Selection and Appointment of Middle Managers Following Publication – Guidelines for the procedure;
- Conclusion 277-17 concerning the rules on financial contributions towards travel and subsistence expenses.

### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation, we collect the relevant personal data from the following categories of personal data:

1. Identification data: full name, gender, nationality, date of birth, personnel number;
2. CV and motivation letter, as well as any other information specific to the application;
3. Contact details: phone number, email, address;
4. Qualifications and diplomas;
5. Information for the evaluation of eligibility criteria and selection criteria: grade and seniority in grade, technical, specialist and managerial competencies, educational background, professional experience including current job assignment and job title;
6. Assessment of suitability and performance of candidates, including during the interviews, at different stages of the procedure;

7. Annual appraisal report(s);
8. Date of last participation in the assessment centre;
9. Results of the assessment centre as recorded in the report prepared by the external human resources consultant under a framework contract concluded with the European Commission;
10. Mid-term review and final assessment for staff members appointed for the first time in a middle management function.

The minimum mandatory personal data which you will need to provide is described in the published vacancy notice. Failure to provide that information may result in the rejection of your application.

The personal file of internal candidates invited to the final selection interview is consulted to verify whether the person was subject to disciplinary procedures that led to a sanction.

Should you be admitted to the assessment centre, the date of last participation in a similar exercise and the results will be communicated to us by the external service provider contracted for this task.

The external candidate appointed to a Commission function will be requested to provide additional personal data in view of recruitment and establishment of rights upon entry into service.

Recruitment data: birth certificate, document providing nationality, recent extract of police record, references from previous employers confirming the duration and the level of responsibility, identity photograph, updated CV, data relating to conflict of interest <sup>(2)</sup> and if appropriate: data relating to civil status, dependant persons and family, data related to fulfilment of military obligations. External candidates and candidates from other Institutions will need to provide, for reimbursement purposes, their bank details (bank account number, bank address, copy of bank account sheet) and legal entity details.

No data falling under Article 10 of the Regulation (EU) 2018/1725 are processed.

##### **5. How long do we keep your personal data?**

We keep your personal data as long as necessary to fulfil the purpose of collection. The data is destroyed 10 years after the closure of the procedure. In case of legal action against the appointment decision, the file is put on legal hold and the 10 year retention period is extended by one year after the final decision.

The recruiting Directorate-General may keep data for a period of 1 year after the closure of a selection procedure, to be able to answer questions from candidates and to contribute to replies to complaints under Article 90(2) of the Staff Regulations. The recipients of the assessment centre reports are reminded to destroy all electronic and paper copies immediately after the final interview.

The panel members and all other actors participating in the selection are instructed to destroy all documents containing personal data at the latest three months after the closure of the selection procedure. Any other information related to financial obligations is kept in accordance with the Financial Regulation.

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<sup>(2)</sup> Note that if the candidate has a “family interest” to report, they may provide information on their spouse, partner or household members.

The assessment centre service provider is instructed to destroy the personal data of candidates invited to the assessment centre three months after the closure of the selection procedure for which the candidates have been invited, with the exception of the assessment centre reports.

The assessment centre reports are kept for a period of five years starting from the payment of the balance of the last specific contract (order form) issued under the framework contract used.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractors. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission and by the confidentiality obligations deriving from the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need-to-know interest for the purposes of this processing operation.

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

Your personal data is made available to the Commission staff responsible for carrying out this processing operation or contributing to it and to authorised staff including the staff of the assessment centre service provider according to the "need to know" principle. Such staff abide by statutory obligations, and when required, additional confidentiality agreements.

Potential categories of recipients who may be provided access to the categories of data that are relevant for their role in the procedure, on a need-to-know principle, include (in no particular order):

- The appointing authority, i.e. the members of the College as well as staff of their private office;
- The Members of the Consultative Committee on Appointments;
- The Secretary-General of the Commission;
- The Director-General of DG Human Resources and Security;
- The Rapporteur appointed for the selection procedure;
- The Director-General of the recruiting service in charge of organising the selection procedure and their personal assistants/secretaries;
- The HR Correspondent team of the recruiting service;
- The secretaries to the procedure;
- The members of the panel and their personal assistants/secretaries as well as authorised observers attending pre-selection and final interviews;
- The Director of the Executive Agency, in case the selected candidate is to be seconded to an Executive Agency;
- Staff of the unit "Executive Staff" (HR.02) within DG Human Resources & Security;

- Staff in the Unit "HR for College, SPP & Representations" (HR.E1) within DG Human Resources & Security;
- Staff in the Unit "HR for EU Delegations" (HR.E2) within DG Human Resources & Security;
- Staff in the unit "HR for Luxembourg" (HR.E3) within DG Human Resources & Security;
- Staff in the unit "HR for JRC" (HR.E4) within DG Human Resources & Security;
- Staff of the unit "Professional Ethics" (HR.F.5) within DG Human Resources & Security;
- The Investigation and Disciplinary Office of the Commission;
- Contributing, Reporting and Countersigning Officers in charge of the probationary assessment;
- Members of the Commission's internal coordination committee for the management of Commission resources in Delegations (COMDEL) and of the EUDEL (joint Commission/EEAS representatives committee for the management of resources in Delegations), in case the applicant is to serve in an EU delegation;
- Members of the Supervisory Committee of OLAF (SUPCOM) (in case the applicant is to serve as Head of the Supervisory Committee Secretariat);
- Staff in the Directorate "Decision-making and Collegiality" (SG.DSG.B) in the Secretariat-General;
- The Office for Administration and Payment of Individual Entitlements (PMO) for determination of various rights and for reimbursement purposes;
- The Medical Service of the Commission;
- Designated staff of the service responsible for personal files in the DG Human Resources and Security, via PMO, for insertion in personal files;
- Designated staff of the external service provider, currently Organisation for Development & Research Limited (ODRL) as contractor (framework contract HR/2024/OP/0316 until 22 July 2027).

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9, below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10, below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.02 “Executive Staff”, by sending an email to [HR-MAIL-02@ec.europa.eu](mailto:HR-MAIL-02@ec.europa.eu).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO’s public register with the Record reference DPR-EC-01832.