

**CALL FOR EXPRESSIONS OF INTEREST FOR TEMPORARY AGENTS
FOR THE DIRECTORATE-GENERAL FOR TRANSLATION (DGT)**

**COM/TA/AD/DGT/23 – CROATIAN-LANGUAGE (HR) TRANSLATORS (AD 5)
COM/TA/AD/DGT/23 – PORTUGUESE-LANGUAGE (PT) TRANSLATORS (AD 5)**

Deadline for registration: 13 December 2023 at 12.00 (midday), Brussels time

The purpose of these selection procedures is to draw up a list of aptitude from which the respective Language Departments of the above-mentioned Directorate-General of the European Commission will recruit temporary agents as '*translators*' (function group AD).

Any reference, in the framework of these selection procedures, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

This call and its annexes form the legally binding framework for these selection procedures.

Number of successful candidates sought

COM/TA/AD/DGT/23 – HR:20
COM/TA/AD/DGT/23 – PT:36

I. TYPE AND DURATION OF CONTRACT

The successful candidates may be offered a temporary contract pursuant to Article 2(b) or 2(a) of the Conditions of Employment of other servants of the European Union (CEOS) in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents (currently under revision).

The initial duration of the contract is four years and may be renewed for a maximum period of two years.

The total duration of the contract will also take into account the relevant provisions in Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a 12 year period), as amended by Commission Decision C(2013) 9028 final of 16 December 2013 and Commission Decision C(2019)2548 final of 5 April 2019¹.

Please note that contracts, which may be offered to successful candidates, will be for positions in the European Commission DGT premises in Brussels or Luxembourg.

¹ [https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2013\)9028&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2013)9028&lang=en)
[https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2019\)2548&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2019)2548&lang=en)

Successful candidates who are offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salaries as an indication, as of 1 July 2022, are:

For grade AD 5:

- Step 1: 5.361,87 €
- Step 2: 5.587,18 €

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants](#).

II. WHAT TASKS CAN I EXPECT TO PERFORM?

Successful candidates will be required to translate documents mainly from English into the language of their chosen selection procedure. The texts to be translated, which are often complex, generally deal with political, legal, economic/financial, scientific or technical subjects encompassing all the European Union's areas of activity. Duties may also include revision of translations mainly from English into the language of their chosen selection procedure (both translations by in-house colleagues and by external contractors), contributing to training sessions, terminology work and the development of IT and communication tools. Performing translation and other relevant tasks requires digital skills and intensive use of specific translation-related IT tools.

The job of a translator in the European Commission requires a high degree of adaptability and an ability to deal with a wide range of often complex problems, respond rapidly to changing circumstances and communicate effectively. The successful candidates must be capable of working intensively on a regular basis, both on their own and as part of a team, in a multicultural working environment. They should also be keen to continue their professional training throughout their career.

III. AM I ELIGIBLE TO APPLY?

Candidates will only be considered for the selection phase on the basis of the following general and specific conditions that must be fulfilled **on the deadline for applications**.

Candidates must satisfy the requirements set out in Article 12 of the CEOS, which include:

1) General conditions:

- Being a national of one of the Member States of the European Union
- Meeting any obligations under national laws on military service
- Meeting the character requirements for the duties concerned
- Age limit: candidates must not have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52 lit (a) of the Staff Regulations).

2) *Specific conditions – languages:*

Article 12.2(e) of the Conditions of Employment of Other Servants (CEOS) provides that temporary agents may be appointed only on the condition that they produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

For the purposes of these selections, candidates must have knowledge of ***at least 2 official EU languages***. In this call we will refer to the languages as:

- Language 1: minimum level C2 (thorough knowledge) of the language of the chosen selection procedure, used for the translation and revision tests;
- Language 2: minimum level C1 (very good knowledge) of English, used for the language comprehension test and the translation and revision tests;

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages*: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>

Communication with the candidates who have submitted a valid application will take place in one of the languages they have declared in their application form at C1 level or higher.

Language 1 must be the language of the chosen selection procedure.

Language 2 must be English.

Given that the vast majority of documents in the Croatian and Portuguese Departments are translated from English, candidates are required to have very good knowledge of English in order to be recruited.

3) *Specific conditions - qualifications and work experience:*

- You must have a level of education corresponding to ***at least 3 years'*** completed university studies attested by a diploma.
- You must be able to prove that you have relevant professional experience of ***1 year or more***.

Please note that ONLY diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

IV HOW WILL I BE SELECTED?

1) Application process

When completing your application form, you will have to select Croatian or Portuguese as your Language 1 and English as your Language 2. You will also be asked to confirm your eligibility for the selection procedure and provide further information ***relevant to the procedure*** (for example: concerning your diplomas and relevant professional experience).

You can complete your application form either in Language 1 (Croatian or Portuguese) or in Language 2 (English).

By validating your application form you declare on your honour that you meet all the conditions mentioned under the section ‘Am I eligible to apply?’ ***Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application within the deadline.***

2) Pre-selection: Computer-based Multiple-Choice Question (MCQ) tests

Candidates who validated their application form within the deadline and meet the eligibility requirements according to the data in their online application will be invited to sit a series of Computer-based Multiple-Choice Question (MCQ) pre-selection tests remotely.

Unless instructed otherwise, ***you must be available on the date mentioned in the invitation to sit*** the MCQ tests and strictly follow the instructions received. You will be offered only one date on which you can sit the tests remotely.

The **Computer-based Multiple-Choice Question (MCQ) pre-selection tests** will be organised as follows:

<i>Tests</i>	<i>Questions</i>	<i>Maximum score</i>	<i>Duration</i>
English Language Comprehension	30 questions	30 points	60 min

Candidates who validated their application within the deadline **will be invited to sit revision and translation tests remotely on the same date as Computer-based Multiple-Choice Question (MCQ) pre-selection tests.**

3) Selection: revision and translation tests

Only candidates who obtain one of the ***highest total marks*** in **Computer-based Multiple-Choice Question (MCQ) pre-selection tests, up to 4 times** the number of successful candidates sought for each selection procedure, will qualify for the assessment of the revision and translation tests. Where candidates tie for the last available places, they will all qualify for the assessment of the revision and translation tests.

- i. **Revision test** (duration 60 minutes): revision of a text translated into Language 1 (Croatian or Portuguese) from Language 2 (English) with the use of candidate’s own non-electronic (paper format) dictionaries. **The revision test will be marked out of 80, with a pass mark of 40.**

<i>Tests</i>	<i>Language 2 (source)</i>	<i>Language 1 (selection language)</i>	<i>Maximum score</i>	<i>Pass mark</i>	<i>Duration</i>
Revision	English	Croatian Portuguese	80 points	40 points	60 min

ii. **Translation test** (duration 90 minutes): translation into Language 1 (Croatian or Portuguese) from Language 2 (English) with the use of candidate's own non-electronic (paper format) dictionaries. **The translation test will be marked out of 80, with a pass mark of 40.**

<i>Tests</i>	<i>Language 2 (source)</i>	<i>Language 1 (selection language)</i>	<i>Maximum score</i>	<i>Pass mark</i>	<i>Duration</i>
Translation	English	Croatian Portuguese	80 points	40 points	90 min

The translation test will be assessed only for candidates who obtain at least the pass mark in the revision test.

Candidates who reach the pass marks in both tests will have both scores added together to constitute the final overall scores. Candidates who do not obtain the pass marks in one of the tests will be eliminated.

4) Eligibility checks

The Selection Committee will check whether candidates meet all eligibility conditions against the data provided in candidates' online applications, before sending the invitations to the tests. Only candidates who meet all general and specific eligibility conditions will be admitted to the pre-selection stage.

The Selection Committee will check the candidates' applications and supporting documents for eligibility after the assessment of the translation tests in descending order of the final overall scores, until the number of eligible candidates for each selection reaches the number of candidates sought for each selection procedure. Where candidates tie for the last available place, the supporting documents of all of them will be checked. The supporting documents of other candidates will not be checked, even if they obtained the pass marks.

5) List of aptitude

The Selection Committee will draw up a ***list of aptitude*** of those eligible **candidates who have reached the pass marks and obtained one of the highest overall scores, until the number of successful candidates sought for each procedure is reached.**

Where candidates tie for the last available place on the list, they will all be included on the list. Names will be listed alphabetically.

The list of aptitude of successful candidates will be used by the Directorate-General for Translation of the European Commission for recruitment procedures. The list will be valid for two (2) years and its validity may be extended. Inclusion on an aptitude list ***does not confer any right to or guarantee of*** recruitment.

V - EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS

The European Commission endeavours to apply equal opportunities, treatment and access to all eligible candidates.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need.

If a disability or condition develops after you have validated your application, you must inform the European Commission as soon as possible using the contact information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to the European Commission in order for your request to be taken into consideration.

The supporting documents will be examined on a case-by-case basis and where duly justified, in light both of the evidence submitted and of the principle of equal treatment of candidates, special arrangements may be offered within the limits of what is judged to be reasonable.

VI – SECURITY CLEARANCE

Because the Commission regularly handles classified documents, DGT translators must have the appropriate security clearance to translate such documents. In the interest of the service, therefore, DGT will hereafter only recruit translators who agree to initiate, if required, a security vetting procedure to get the necessary security clearance. If the applicant is required to initiate the vetting procedure and security clearance is refused for reasons beyond the candidate's control, the candidate's appointment may still be confirmed. If the applicant withdraws from the vetting procedure, the appointment will not be confirmed.

The vetting is done by the Member State of which the candidate is a citizen. The procedure varies considerably between Member States and candidates are advised to inform themselves about the procedure before entering the selection.

VII - WHEN AND WHERE CAN I APPLY?

You must apply online by

13 December 2023 at 12.00 (midday), Brussels time.

Your application must be submitted by means of the online application form, following the instructions relating to the various stages of the procedure.

<https://recruitment.jrc.ec.europa.eu/competition/?competition=COM-TA-AD-DGT-23-HR-PT>

Once you have validated your application form, you will no longer be able to make any changes.

It is your responsibility to ensure that you complete and validate your application within the deadline established in the present call for expression of interest.

Candidates must provide the following documents in their application file confirming the information given therein. Supporting documents must be clearly identified and listed according to the order indicated below. A list of supporting documents must be provided.

1. Application form duly completed either in Language 1 (Croatian or Portuguese) or in Language 2 (English).
2. Copy of a document proving citizenship (identity card or passport); **in its original language.**
3. Copy of the diploma(s) or certificate(s) of the required level of education; **in its original language.**

4. If applicable, employment certificates or equivalent documents proving the length of professional experience **in its original language**. These documents must clearly show the function, the field of activity, the nature of the tasks, the start and end date and continuity of each of the declared periods of professional experience

Final acceptance of the application is subject to presentation of the required supporting documents. If these documents are not received by the deadline for applications, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented, they should contact the secretary of the Selection Committee via the following email address DGT-COM-AD5-TA-HR@ec.europa.eu/DGT-COM-AD5-TA-PT@ec.europa.eu. Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the supporting documents for the purpose of this selection

ANNEX I

1. COMMUNICATION WITH CANDIDATES:

Once your application has been registered, you will be informed individually on the results of each stage of this selection only by email.

It is your responsibility to update the European Commission to reflect any change of postal or e-mail address.

In all correspondence you must quote your name as given on your application form, the selection procedure reference and the application number.

1.1. Automatic disclosure

You will **receive** the following information after each stage of the selection procedure:

- **MCQ tests:** your results and a grid with your answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;
- **Eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Translation/Revision tests:** your results.

1.2. Information on request

The European Commission endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the respect of the confidential nature of Selection Committee proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via email to the DGT-COM-AD5-TA-HR@ec.europa.eu / DGT-COM-AD5-TA-PT@ec.europa.eu within 10 calendar days of the date of communication of your results pertaining to a given stage of the selection procedure.

2. SELECTION COMMITTEE

A Selection Committee is appointed according to the provisions of the Commission Decision C(2013) 9028 final of 16 December 2013², on policies for the engagement and use of temporary agents to select the best candidates in the light of the requirements set out in the call.

The Selection Committee also decides on the content and difficulty of the computer-based Multiple-Choice Question (MCQ) tests and translation and revision tests.

² [https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2013\)9028&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2013)9028&lang=en)
[https://ec.europa.eu/transparency/documents-register/detail?ref=C\(2019\)2548&lang=en](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2019)2548&lang=en)

Candidates are strictly forbidden to make any contact related to the selection procedure with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will result in disqualification from the selection procedure.

3. REQUESTS, COMPLAINTS AND APPEALS

3.1. Technical and organisational issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform** DGT-COM-AD5-TA-HR@ec.europa.eu / DGT-COM-AD5-TA-PT@ec.europa.eu

For issues with your application, you must contact the Secretariat of the Selection immediately and in any case before the deadline for applications via the functional mailbox.

Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

If a technical problem occurs during remote testing, please:

- Contact the service mentioned in your invitation **immediately** so that a solution can be investigated during the test itself. In any case, ask the contacted service to record your complaint in writing; **and**
- contact the Secretariat of the Selection no later than 3 calendar days after your tests via the functional mailbox: DGT-COM-AD5-TA-HR@ec.europa.eu / DGT-COM-AD5-TA-PT@ec.europa.eu with a brief description of the problem.

For problems before the start of remote testing (e.g., issues with access to testing platform, or any technical issues during remote testing), please follow the instructions given in the invitation to that test.

In all correspondence, please mention your **name**, your **application number** and the **reference number of the selection procedure**.

3.2. Complaints about computer-based multiple-choice question (MCQ) tests

If you believe that an error in one or more of the MCQs made it impossible for you to answer or affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the Selection Committee.

The Selection Committee may decide to ‘neutralise’ the question(s) containing the error, *i.e.* cancel the question(s) concerned and redistribute the points initially allocated to that/those question(s) among the remaining questions of the test. Only those candidates who received the question(s) at stake will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of the notice of selection.

To introduce a complaint about MCQ test question(s), you should:

- **procedure:** contact the Secretariat via the DGT-COM-AD5-TA-HR@ec.europa.eu / DGT-COM-AD5-TA-PT@ec.europa.eu
- **language:** either in Language 1 (Croatian or Portuguese) or in Language 2 (English).
- **deadline:** within **3 calendar days** of the date of your MCQ tests

- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned and explain the nature of the alleged error as clearly as possible.

Requests received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

3.3. Requests for review

Once the Selection Committee has taken a decision affecting you individually, you may send a request for review, indicating clearly the decision you wish to have reviewed and stating the grounds for your request by email to the functional mailbox.

In order to submit a valid request for review, please note the following requirements:

- **procedure:** send your request by email to the functional mailbox DGT-COM-AD5-TA-HR@ec.europa.eu / DGT-COM-AD5-TA-PT@ec.europa.eu
- **language:** either in Language 1 (Croatian or Portuguese) or in Language 2 (English);
- **deadline:** within **10 calendar days** of the date on which the contested decision was communicated to you;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds

Requests received after the deadline will not be taken into account.

Your request will be forwarded to the Chairperson of the Selection Committee and you will receive a reply as soon as possible.

3.4 Appeal procedures

3.4.1 Administrative complaints under Article 90(2) of the Staff Regulations

As a candidate, you may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. You should send only one copy of the complaint:

- by email, preferably as a PDF file, to the functional mailbox to: HR MAIL F.6 (HR-MAIL-F6@ec.europa.eu);

The **three-month time limit for lodging a complaint** laid down in Article 90(2) of the Staff Regulations of Officials of the European Union begins on the day of notification of the act adversely affecting the complainant.

Administrative complaints received after the deadline set in Article 90(2) of the Staff Regulations will be considered inadmissible.

The purpose of the administrative complaint's procedure is to verify if the legal framework and procedural rules of the selection have been respected. You should note that the Authority Empowered to Conclude Contracts of Employment cannot overturn a value judgment made by a Selection Committee and has no legal powers to change the substance of a Selection

Committee's decision.

The General Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless the rules which govern their proceedings have clearly been infringed.

3.4.2 Complaint to the European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman.

Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see points 3.4.1. above).

You may lodge a complaint with the European Ombudsman by email (eo@ombudsman.europa.eu), fax or post (1 avenue du Président Robert Schuman - BP 403 - F-67001 Strasbourg Cedex), as all EU citizens are entitled to do under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113 of 4 May 1994, p.15). Please consult the website of the European Ombudsman ([Home | European Ombudsman \(europa.eu\) for more information](http://Home | European Ombudsman (europa.eu) for more information)).

Please note that complaints lodged with the Ombudsman have no suspensive effect on the time limit for bringing appeals in court or launching administrative proceedings. Please note also that, under Article 2(4) of the Decision on the regulations and general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned (including the complaints procedure set out in Article 90(2) of the Staff Regulations of Officials of the European Union).

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Selection procedure for non-management staff – officials and temporary agents to be employed on non-management posts in the establishment plan

Data Controller: Directorate HR.DDG.B, Talent management and diversity

Record reference: DPR-EC-01029

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your data?**
- 3. On what legal grounds are we processing your personal data?**

4. **Which data do we collect and process?**
5. **How long do we keep your data?**
6. **How do we protect and safeguard your data?**
7. **Who has access to your data and to whom is it disclosed?**
8. **What are your rights and how can you exercise them?**
9. **Contact information**
10. **Where to find more detailed information**

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.

This statement concerns data processed within the selection for vacancies for non-management staff. The Heads of Unit HR.DDG.B.4 and HR.DDG.B.1 in DG HR are the controller of the processing. The entity processing your data is the line manager (and his hierarchy) in the DG where the vacancy was published, the HR Business Correspondent (HR BC) in that DG, the Account Management Centre (AMC) responsible for staff of that DG, the selection panel members, unit HR.DDG.B.1 in charge of Recruitment and unit HR.DDG.B.4 in charge of Career Management and Mobility.

2. Why and how do we process your data?

The purpose of the processing is to organise and manage the selection process for non-management posts which are part of the establishment plan of the European Commission to ensure that the most suitable candidate is selected, appointed and where applicable, recruited for the published position.

Whenever published, a vacancy at the Commission can be filled by:

- mobility of an internal candidate (a Commission official) or,
- if none of the internal candidates is successful,
 - o by an inter-institutional transfer, or
 - o by a new recruitment (of an EPSO competition laureate or of a temporary agent).

The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the post, depending on his/her status (official, laureate etc.). It is also used to assess the suitability of the candidate for the post. Certain data (concerning professional experience and training) is used for a comparative analysis between the candidates.

Data of the candidates for vacancies is recorded in the relevant Sysper module (VAC module) for the purposes of conducting the selection. Some of the administrative data of the selected candidate (first name, surname, Per-ID, function group, grade, type of post currently occupied, CV) is then used in the career module or recruitment module, for the purpose implementing the resulting mobility, interinstitutional transfer or recruitment (respectively covered by DP record DPR-EC-02071.1 for mobility, DP record DPR-EC-02056.1 for interinstitutional transfers and DP record DPR-EC-02057.1 for recruitment).

Moreover, staff who applied for a vacant post but were not selected, have the possibility to express their consent to be contacted by the corporate HR units or by the involved AMCs in case other mobility opportunities open in the future. This processing falls under the headhunting policy of DG HR and is covered by DP record DPR-EC-00968.

3. On what legal grounds are we processing your personal data?

This processing of your data is lawful in terms of the provisions of Art. 5(a) of Regulation (EU) 2018/1725, i.e.: *'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'*

This processing enables the Commission to implement the provisions of Articles 27 – 33 of the Staff Regulations and Article 12 of the CEOS, namely to publish vacancy notices and select candidates for vacant posts and carry out all necessary further steps for the mobility of Commission officials, transfer of officials from other EU institutions or recruitment of candidates from EPSO reserve lists, or of temporary agents.

Legal basis

- Article 27-33 of the Staff Regulations.
- Article 12 of the Conditions of Employment of other Agents of the Union.
- Commission Decision C(2013)9049 on policies for the engagement and use of temporary agents.

4. Which data do we collect and process?

The following data is processed:

- the candidate's application: Full name, address, gender, nationality, date and place of birth; Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, current DG and entity of assignment or current employer outside the Commission in case of inter-institutional and external applicants: institution/company and department, country of residence). Function group, grade, step, seniority in the current job, type of post of the person, type of post of the current job, in case of AST officials applying for AD vacancies: information related to certification procedure;
- the CVs, motivation letters and other supporting documents submitted by the applicants including information on education, diplomas and certificates, professional experience (including names of previous and current employers, duration of employment, level of responsibility), competencies, language skills, motivation.

The source of this data is the CV of the candidate, his/her motivation letter and other supporting documents submitted.

For the selected candidate, information related to potential conflict of interest is also processed.

Normally, no data falling under Article 10 of the Regulation is processed. However, if candidates for vacancies communicate health data relating to special needs (e.g.: regarding

physical access to buildings and physical mobility), then such information would also be processed for the purposes of organising the logistics for the selection panel interviews.

5. How long do we keep your data?

Data in electronic format in the Outlook inbox at the AMC/DG and on the protected shared drive of the AMC concerned (your application forms, CV and any supporting document, as well as evaluation grids) and the selection report (if any), is stored for 2 years after the closure³ of the selection process or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered, in line with the 'Common Commission-Level Retention List for European Commission Files - second revision', SEC(2019)900, file Ares(2019)2627677 dated 15/04/2019.

The electronic and paper versions of the applications received by the panel members will be destroyed by them after the conclusion of all the interviews.

If you gave consent, part of the data may be used within the scope of the headhunting policy. Please see record DPR-EC-00968 concerning headhunting.

For your applications for vacancies recorded in Sysper, the retention period applicable for Sysper database applies. Please see DP record on Sysper DPR-EC-01230.1.

6. How do we protect and safeguard your data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. 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.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. 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 for the purposes of this processing operation.

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

Access to your data is provided to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

³ A selection procedure is closed in one of the following ways: (i) a person was selected and the follow-up procedure (effective recruitment or mobility) was finalised; (ii) or a decision was taken not to select anyone and either republish the post or take other measures.

In the Sysper Vacancy module, your online application for a vacancy will be accessible to: hierarchical superior in charge of the entity where the vacancy was published (Head of Unit, Director, Director General), Resource Director, HR BC and the AMC of the DG concerned by the vacancy, HR.DDG.B.4 – the corporate HR (business owner of the Sysper vacancy module / online selection module for non-management staff).

In addition, selection panel members will be given access to your application in electronic and/or paper format.

In the Sysper Recruitment module, your recruitment file will be accessible to: the AMC in question (responsible for preparation and launch of the recruitment request) and unit HR.DDG.B.1 in charge of recruitment at corporate HR level (see separate (see DP record DPR-EC-02056 for interinstitutional transfers and DP record DPR-EC-02057.1 for recruitment).

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

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

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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

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 Controllers, DG HR.DDG.B.4 (HR-MAIL-B4@ec.europa.eu) and DG HR.DDG.B.1 (HR-MAIL-B1@ec.europa.eu)

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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 publishes the register of all operations processing personal data. You can access the register on the following link : <http://ec.europa.eu/dpo-register>

This specific processing has been notified to the DPO with the following reference **DPR-EC-01029**.