

# PRIVACY NOTICE ON THE EUROPOL RECRUITMENT AND SELECTION PROCESS

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, applies to the processing of personal data carried out in the process of selection and recruitment of staff at Europol, following the application of this Regulation to all administrative personal data held by Europol in accordance with Article 46 of the Europol Regulation.

## DATA CONTROLLER

The controller of the processing operation upon your personal data is the Head of the Human Resources Unit.

## PURPOSE OF THE COLLECTION OF DATA

The data submitted is processed in order to assess the suitability of candidates for a position at Europol as temporary agent (TA), contract agent (CA), or Seconded National Expert (SNE), and to administrate the documentation related to the selection. The data collected in order to comply with this purpose are the ones required in the application form plus all data provided by the data subject in paper or electronic format. When needed, the purpose of the verification made by the Europol National Units for the civilian applicants for Restricted-Annex II posts is to ensure the conformity of the application process with the Europol Implementing Rules in force (Decision of the Management Board of Europol of 28 February 2019).

## LEGAL BASES FOR PROCESSING PERSONAL DATA

The legal bases for the processing of personal data for temporary agents, contract agents and seconded national experts are:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (Title III Chapter 1) and their implementing rules;
- Decision of the Management Board of Europol of 28 February 2019 laying down general implementing provisions on the procedures governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union;
- Decision of the Management Board of Europol of 13 October 2010 laying down general implementing provisions on the procedures governing the engagement and the use of contract staff at Europol;
- Decision of the Management Board of Europol of 7 August 2020 defining the Europol posts that can be filled only by staff engaged from the competent authorities of the Member States ("restricted posts");
- Decision of the Management Board of Europol of 1 May 2017 on the rules for the selection, extension of the term of office and removal from office of the Executive Director and Deputy Executive Directors;
- Decision of the Management Board of Europol of 3 May 2018 laying down rules on the secondment of national experts to Europol;
- Decision of the Europol Director on the selection procedure for Seconded National Experts of 20 May 2016.

## RECIPIENTS OF THE DATA

Recipients of the data related to the Recruitment and Selection process for the positions of temporary agents, contract agents and seconded national experts are Europol staff employed in the Administration Department dealing with HR and financial matters, the members of the Selection Committee, the Deputy Executive Director Capabilities, the Office of the Executive Director and the Executive Director. Access to the personal data of the successful non-recruited applicants on the reserve list might be provided to other Europol managers, in connection with a possibility of employment at Europol.

The personal data (name, citizenship, date/ place of birth, address, e-mail, telephone number, current employment) of the shortlisted candidates that are members of a national competent authority applying for a restricted or a restricted – Annex II post will be provided to the concerned Europol National Unit with the purpose to issue the Europol National Unit Confirmation. The personal data (name, citizenship, date/ place of birth, address, e-mail, telephone number, current employment) of the shortlisted applicants for a restricted- Annex II post who declared that they are not members of a competent authority may be provided to the concerned Europol National Unit with the purpose to certify the validity of their status, only upon their explicit consent. Access to the personal data of the shortlisted candidates applying for middle/senior management posts might be provided to an external assessment centre.

## DATA STORAGE AND RETENTION

All documents and information provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-shortlisted candidates will be kept for four years triggered once the candidates are informed about the outcome of the shortlisting meeting. Data of non-recruited applicants on the reserve list for appointment will be kept for 4 years (duration of the reserve list plus two more years) triggered once the final proposal is signed. Other data (e.g. shortlisting matrix) related to the recruitment and selection process will be kept for 4 years from the date the final proposal is signed by the Executive Director or the Deputy Executive Director. Data of recruited candidates will be transferred to their personal file. The list of personal data (name, citizenship, date/ place of birth, address, e-mail, telephone number, current employment) of the candidates who applied for a restricted or a restricted-Annex II post is sent to the concerned Europol National Units, with the purpose to issue the Europol National Unit Confirmation or to certify the validity of the status declared in the applications (civilian or member of a Competent Authority), will be retained by the respective Europol National Units for maximum one week; they have the responsibility to delete the data after this period.

Personal data in unsolicited applications are deleted immediately. Financial data related to the selection procedure (e.g. invoices, reimbursement requests) are kept for a period of 5 years after the budget discharge, as required by the Financial Regulations.

Data stored in the e-recruitment tool might be further stored in HR electronic and paper files related to the selection procedure.

## RIGHTS AS DATA SUBJECT

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

## CONTACT IN CASE OF QUERIES CONCERNING THE PROCESSING OF PERSONAL DATA

In case of queries regarding the processing of personal data, please contact the data controller at [C2-12@europol.europa.eu](mailto:C2-12@europol.europa.eu) or the Europol Data Protection Function (DPF):

DPF, PO Box 90850, 2509LW, The Hague e-mail: [DPF@europol.europa.eu](mailto:DPF@europol.europa.eu)

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

GENERAL TERMS:

[Data Protection](#)

TARGET GROUPS:

[General Public](#) · [Law Enforcement](#) · [Academia](#) · [Professor](#) · [Students](#) · [Researcher](#) · [Press/Journalists](#) · [Other](#)

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