

## **Protection of personal data - Specific Privacy Statement- E-RECRUITMENT**

### **Privacy statement according to Art.11 of the Regulation (EC) N° 45/2001**

#### **1. Context and Controller**

The personal information we request from you will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The controller is Mr. Carlos GODINHO.

#### **2. What personal data do we process?**

##### Personal information

- First name and family name,
- Place and country of birth,
- Title (optional),
- Nationality,
- Telephone number/daytime telephone number,
- Home address/email address;
- Military situation

##### Other data

- Education,
- Languages and computer skills,
- Professional experience (dates of employment, name and address of the employer, description of the position),
- Motivation letter,
- Reference details (phone number and address optional);

##### For those attending an interview


- Copy of education and work certificates (this would not be sent through the CPVO's online recruiting Software),
- Legal entity and financial forms (for those having the right to reimbursement of travel and accommodation costs).

#### **3. Why do we process your personal data?**

For the purpose of management of application(s) submitted by data subjects in view of a possible recruitment or traineeships at the CPVO.

#### **4. What is the legal basis for processing this data?**

- Articles 27-34 of the Staff Regulations;
- Articles 12-15 and 82-84 of the Conditions of Employment of CEOS (for temporary and contract agents);
- Decision of the President of the CPVO on rules governing in-service training at the CPVO (Decision from 19/08/2013);

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- Article 5(a) and 5(d) of Regulation (EC) No 45/2001.

## 5. Who is responsible for processing the data?

Under this procedure, data may be also processed by an external contractor (hereinafter Kioskemploi) who provides e-recruitment platform (software as a service cloud computing solution) as the task that the CPVO has outsourced. The Office has outsourced specific tasks (namely, management of applications for job offers). However, Kioskemploi acting on behalf of the CPVO shall only act on instructions from the Office which remains the data controller of the processing. More specifically, the data is processed by Human Resources Service, under the responsibility of Mr. Carlos GODINHO.

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

The recipients of the data are:

### 1) **Internal recipients:**

Only designated persons involved in processing the applications or verifying the procedure, in particular, the members of the Human Resources service in charge of recruitment, the Management of the CPVO, the Selection Board members, the Financial team of the CPVO (upon recruitment, after the selection procedure has been finalized), internal controllers and internal and external auditors.

### 2) **External recipients:**

Authorized staff member(s) of Kioskemploi and its trading partner Cytadel.

## 7. How long do we keep your data?

- In case of **recruited applicants**: a data retention period of 10 years as of the termination of employment;
- In case of **non-recruited applicants**: the information is kept for a 2 years period.
- As regards **traineeship**, in case of successful candidates: data may be retained for up to 5 years after the traineeship budget is discharged.

The data will then be erased.

## 8. How can you obtain access to information concerning you and, if necessary, correct it?

In case you wish to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, please make use of the contact information mentioned under 1 and 5, by explicitly describing your request.

Time limit to block/erase upon request from the data subject:

- The time limit to block or erase on justified request from the data subjects will be 15 working days from the request. When the request is based on accuracy grounds the controller will immediately block the data.

## 9. Who should you contact if you have a question about the protection of personal data?

In case of conflict, complaints can be addressed to the European Data Protection Supervisor and Data Protection Officer

- <http://www.edps.europa.eu>
- CPVO data protection officer: dpo@cpvo.europa.eu



[cpvo@cpvo.europa.eu](mailto:cpvo@cpvo.europa.eu) · [www.cpvo.europa.eu](http://www.cpvo.europa.eu)