



**CPVO**

Community Plant Variety Office

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

The protection of your privacy is of great importance to the Community Plant Variety Office ("CPVO" or "us" or "the controller") and we feel responsible for the personal data that we process on your behalf. Therefore, we are committed to respecting and protecting your data privacy rights.

The personal information we request from you ("Data Subject" or "Applicant" or "Candidate") will be processed in line with Regulation (EC) N° 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 ("Regulation (EC) 2018/1725").

The person responsible for the processing is the Head of Administration and can be contacted by e-mail at [dpc@cpvo.europa.eu](mailto:dpc@cpvo.europa.eu).

### **1. 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).

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

For the purpose of management of application(s) submitted by candidates in view of a possible recruitment or traineeship within the CPVO.

### **3. What are the legal bases and the ground for lawfulness of processing?**

The personal data, which we collect from you, form part of our selection procedure and will help us to choose the most suitable candidate for the advertised position. In this respect, your personal data are necessary in order to ensure the efficient management and functioning of the CPVO. Some data, are required by specific legal instruments, adopted on the basis of the Treaties. Other data may be required in order to enable us to comply with the CPVO decisions. For further information please see “the legal basis of processing” below.

Should you decline to provide us with the requested mandatory personal data, we may not be able to proceed with your application.

The Legal grounds of lawfulness are:

- 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);

The Legal Basis of the processing is:

- Article 5(a) of Regulation (EC) No 2018/1725.

### **4. Who has access to your personal data and to whom it is 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.

Data is processed by an external contractor (hereinafter – Kioskemploi or “processor”,) who provides the e-recruitment platform (software as a service - cloud computing solution) as a task outsourced by the CPVO.

The CPVO has outsourced a specific task (namely, the management of applications for job offers) and the processor implements appropriate technical and organisational measures, in order to prevent accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.

Kioskemploi only process the personal data on documented instructions given by the CPVO, which remains the data controller of the processing activities, and the processor ensures that all persons authorised to process the personal data have committed themselves to confidentiality.

### **5. How do we safeguard your personal data?**

We implement appropriate technical and organisational measures in order to safeguard and protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to it.



## 6. 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 **traineeships**, 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.

## 7. How can you obtain access to information concerning you and, if necessary, correct it? How can you request the erasure of your personal data or restriction of processing or object processing? How can you request to exercise your right to data portability? How can you withdraw consent, where processing of your personal data is based on consent?

You are able to update the information provided at any time by logging into your account through the electronic application form, by using the "My account" feature and by entering your username and password. However, after the call closes (i.e. once the deadline for applications has expired), only data concerning your personal information can be modified.

If you would like to request to obtain access to information concerning you and, if you think that it is necessary, to correct it, to request the erasure or restriction of processing of your personal data and/or object to processing of it; If you would like to request to receive the personal data concerning you in a structured, commonly used and machine-readable format and to transmit those data to another controller, you may contact us. In exercising your right to data portability, you also have the right to have your personal data transmitted to another controller, where technically feasible. More specifically:

**Right to object:** We are using your personal data because we believe that it is necessary for the performance of a task carried out in the public interest on the basis or in the exercise of official authority vested in the CPVO. In case you disagree with the processing of your personal data, based on the aforementioned lawful ground, you have the right to object. In general, we will only disagree with you if certain conditions apply.

**Right to withdraw consent:** You have the right to withdraw your consent at any time. If you exercise this right we will stop processing your personal data, which we were processing based on your previously given consent. However, there could be a different reason or legal basis, which will allow us to continue processing your personal data. In this case we will let you know. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

**Right to access:** You can ask to access and receive confirmation about what personal data we hold about you, at any time.

**Right to rectification:** You also have the right to correct inaccurate personal data. If we believe that it is reasonable not to comply with your request, we will explain to you the reasons for our decision.

**Right to erasure:** You have the right to "erase" your personal data, when certain conditions apply.

**Right to data portability:** You have the right to receive your personal data, which we have collected from you based on your consent, from us and to transfer or have it transferred (where it is technically feasible) to another controller.

**Right to restrict the processing:** When certain conditions apply, you have the right to request that we restrict the processing activities relating to your personal data.

If you would like to exercise any of these rights, please send us your request. We will provide information on action taken on your request without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. We shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.



In case you wish to request access to your personal data, to verify which personal data we store on your behalf, have it modified, erased, restrict the processing, exercise your right to data portability, object or withdraw consent, please make use of the contact information mentioned above, by explicitly and accurately describing your request.

In principle, we cannot accept verbal requests (telephone or face-to-face) as we may not be able to deal with your request immediately without first analysing it and reliably identifying you.

## **8. Who should you contact if you have a question about the protection of personal data or in case you would like to lodge a complaint?**

Should you have any queries in relation to the processing of your personal data, please address these to the data Controller, at the following email address: [dpc@cpvo.europa.eu](mailto:dpc@cpvo.europa.eu).

You may also consult the Data Protection Officer of the CPVO: [dpo@cpvo.europa.eu](mailto:dpo@cpvo.europa.eu).

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

