

## DATA PROTECTION NOTICE – Recruitment of staff & trainees DPO-1-01

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*Recruitment of staff & trainees involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725<sup>1</sup> (the “Regulation”).*

This data protection notice explains how the BBI JU (here after referred to as BBI JU) uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

BBI JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on Article 15 of the Regulation.

### **What is the purpose of the processing?**

- Evaluation, selection and recruitment of staff and trainees

### **Which personal data do we process?**

Personal data:

- Location information
- Profession
- Education
- Family composition
- Personal details

Special categories of personal data:

- Health data
- Juridic data

### **Why do we process your personal data and under what legal basis?**

Personal data:

- Articles 22a and 22b of the EU Staff Regulations and Articles 11 and 81 of the CEOS
- Articles 12 - 15 and 82 - 84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS)

Special categories of personal data:

- Contractual obligation Article 5 c) of Regulation 2018/1725 : Health data (art. 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law)), Juridic data (art. 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law))

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<sup>1</sup> Regulation (EU) 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 (“EUDPR”).



- Articles 12 - 15 and 82 - 84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS): Health data (art. 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law)), Juridic data (art. 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law))

### **Who is the controller and other actors involved in the processing?**

Controller: The BBI JU, legally represented by Philippe Mengal, Avenue Toison d'Or, 1060 Brussels

No personal data is currently processed by external processors.

### **How is BBI JU processing the personal data?**

See [https://www.bbi-europe.eu/sites/default/files/documents/Legal%20and%20Privacy%20Notice%20BBI%20JU%20website\\_2019.pdf](https://www.bbi-europe.eu/sites/default/files/documents/Legal%20and%20Privacy%20Notice%20BBI%20JU%20website_2019.pdf) for more information.

### **How do we protect and safeguard your information?**

- Staff dealing with this processing operation is designated on a need-to-know basis
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- Obligation of confidentiality of the staff
- Data not displayed to the wider public
- Premises abide by the European Commission's security decisions and provisions

### **Who can access to your personal data and to whom is it disclosed?**

No individuals have access to your personal data

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

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of EU DPR Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to the BBI JU Data Protection Officer at [DPO@BBI.europa.eu](mailto:DPO@BBI.europa.eu).

### **How to withdraw your consent and the consequences of doing this**

Data subjects have the right to withdraw their consent at any time by sending a written request to the above-mentioned email address. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.



*Possible restrictions as laid down in Article 25 of the EU DPR Regulation can apply.*

### **How long is the data retained?**

- For the duration of the selection procedure only: Juridic data, Health data
- 10 years after end of contract: Profession, Personal details, Location information, Family composition
- 10 years: Education

### **Complaints, concerns and recourse**

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the BBI JU at [DPO@BBI.europa.eu](mailto:DPO@BBI.europa.eu), *and*
- BBI JU HR at [HR@BBI.europa.eu](mailto:HR@BBI.europa.eu)

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to [edps@edps.europa.eu](mailto:edps@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>

### **Additional information**

More information on Data Protection at the BBI JU can be obtained in the Data Protection Register and in the privacy notices published in the BBI JU web site.