

DATA PROTECTION NOTICE – Selection and recruitment of temporary agents (TA) and contract agents (CA) (recruited candidates)

DPO-01-01 Selection and recruitment of temporary agents (TA) and contract agents (CA) (recruited candidates) involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725 (the ‘‘Regulation’’).

This data protection notice explains how the Global Health EDCTP3 Joint Undertaking (here after referred to as Global Health EDCTP3 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.

Global Health EDCTP3 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?

Data are processed for the purpose of organising the selection and recruitment procedures for temporary agents (TA) and contract agents (CA) at the Global Health EDCTP3 JU.

Your personal data will not be used for automated decision-making, including profiling.

Who is the controller?

Controller: The Global Health EDCTP3 JU, legally represented by Mr Michael Makanga, Executive Director, 56-60 Avenue de la Toison d’Or, 1060 Saint-Gilles.

The relevant processing operation are under the responsibility of the Executive Director of the Global Health EDCTP3 JU, acting as the Data Controller. Your personal data are processed on the basis of applicable data protection legislation by Global Health EDCTP3 JU, located Avenue de la Toison d’Or, 1060 Brussels, Belgium. The Global Health EDCTP3 JU can be contacted by post (postal address TO-56, B-1049, Brussels, Belgium) or by email to EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu.

The Global Health EDCTP3 JU has appointed a Data Protection Officer (DPO). The task of the DPO is to ensure, in an independent manner, that the Union body complies with the data protection law and protects individuals’ rights and freedoms by protecting effectively their personal data. The DPO of the Global Health EDCTP3 JU can be contacted by post (postal address TO-56, B-1049, Brussels, Belgium) or by email to EC-GH-EDCTP3-DATA-PROTECTION@ec.europa.eu.

For more information about the Global Health EDCTP3 JU, please consult our website: [Homepage | Global Health - EDCTP3](#)

The DG Human Resources and Security is involved in the processing activity as processor.

Categories of data subjects

Candidates for TA and CA positions sending their application following publication of a Global Health EDCTP3 JU vacancy notice.

Which personal data do we process?

Personal data:

- Profession
- Education
- Personal characteristics
- Personal details

Special categories of personal data:

- Health data
- Juridic data

In particular, Global Health EDCTP3 JU collects the following categories of personal data.

At the application phase:

- Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, email,
- Curriculum vitae and motivation letter, including education (university degree / diploma), date of award of degree, length and description of professional experience, knowledge of languages and IT skills.

At the selection phase:

- Invitation to interview and if applicable, test on site / Agenda of Interview;
- Copy of diploma(s), employment contracts for the verification of eligibility;
- ID information for access to site if interview is in person;
- Selection report;

- Legal Entity form and Bank Account information (for reimbursement of travel expenses, if applicable).

At the recruitment phase:

- Application form;
- Copy of passport/ID (proof of nationality),
- Visa (if necessary);
- Declaration 'Conflict of Interest by selected candidates' aiming at allowing the authority empowered to conclude contracts of employment to identify potential or actual conflict of interest in relation to the specific position offered and the appropriate measures to be adopted, if any;
- Copy of diploma/s, employment contracts, payslips, aiming at confirming the eligibility for the position and establishing the grading. For non-salaried professional activities (e.g. self-employed, liberal professions) tax returns, statements of fees from national bodies, or any other supporting document of an official nature;
- Medical clearance/fitness to work certificate issued by the Medical Service;
- Birth certificate;
- Family composition (marriage certificate and / or birth certificate of children for the establishment of allowances);
- Declaration of spouse's/partner's professional income, declaration of eventual family allowances from other sources – if applicable;
- PMO forms (legal entity, banking details, Insurance documentation);
- Criminal record.

Normally, no data falling under Article 10 (special categories of data) 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.

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

The lawfulness of this processing activity is based on for:

Personal data: Contractual obligation Article 5.1 (c) of Regulation 2018/1725 and Public Interest Article 5.1 (a) of Regulation 2018/1725.

Special categories of personal data:

- Contractual obligation Article 5.1 (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))

- Public Interest Article 5.1 (a) 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))

The applicable legal bases of the selection and recruitment procedure are:

1) Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 37, 38 and 43;

2) EU Staff Regulation, in particular Articles 12-15 and 82-84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS);

3) Service Level Agreements signed between the Global Health EDCTP3 JU and the European Commission (DG Human Resources);

4) Global Health EDCTP3 JU Implementing Rules for TA: Global Health EDCTP3 JU Governing Board decision n°7/2022 adopting general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS);

5) Global Health EDCTP3 JU Implementing Rules for CA: Global Health EDCTP3 JU Governing Board decision n°8/2022 adopting general provisions for implementing Article 79(2) of the Conditions of Employment of other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof.

How do we protect and safeguard your information?

- Staff dealing with this processing operation is designated on a need-to-know basis;
- Data kept according to the security measures adopted by the European Commission;
- Obligation of confidentiality of the staff;
- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned;
- Signature of absence of conflict of interest.

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

Access to your personal data is provided to the Global Health EDCTP3 JU staff responsible for carrying out these processing operations and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The following have access to your personal data:

- Global Health EDCTP3 JU Staff members: Appointed members of the selection committee, Human Resources Officer, Data Protection Officer (only for the purposes of replying to access requests or other consultations on data protection aspects from the HR Officer), Executive Director (in case of a second interview).
- European Commission and its services: PMO, DG Human Resources and Security.
- External evaluators or experts, including staff committee representatives, assisting the Global Health EDCTP3 JU, if appointed members of the selection committee.

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 restriction instead of deletion, i.e. to request that we limit the processing of your personal data.

You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time.

You have the right to data portability, i.e. to receive from us in a structured, commonly-used and machine-readable format all personal data you have provided to us if the processing is based on your consent or a contract with you and the processing is carried out by automated means.

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 contact the Global Health EDCTP3 JU Data Protection Officer by post (postal address TO-56, B-1049, Brussels, Belgium) or by email to EC-GH-EDCTP3-DATA-PROTECTION@ec.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 EUDPR Regulation can apply.

How long is the data retained?

- 10 years from the end of the period worked by a recruited applicant;
- special categories of personal data falling under Article 10 of the Regulation (e.g., health data, juridic data), if communicated by the candidate (as mentioned above), are stored until the end of the selection process, then they are deleted.

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Global Health EDCTP3 JU Data Protection Officer by post (postal address TO-56, B-1049, Brussels, Belgium) or by email to EC-GH-EDCTP3-DATA-PROTECTION@ec.europa.eu.

In addition, as a data subject, you have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor 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 Global Health EDCTP3 JU by email to edps@edps.europa.eu or by post to the following address:

European Data Protection Supervisor,
Rue Wiertz 60, B-1047
Telephone: +32 2 283 19 00
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 Global Health EDCTP3 Joint Undertaking can be obtained in the Data Protection Register and in the privacy notices published in the Global Health EDCTP3 Joint Undertaking web site.

The Global Health Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Global Health EDCTP3 JU. You may access the register via the following link: [Data Protection Register | Global Health - EDCTP3](#)

This specific processing operation has been included in the Global Health EDCTP3 JU DPO's public register with the following Record reference: DPO-01-01.