

**CALL FOR EXPRESSIONS OF INTEREST FOR TEMPORARY AGENTS
FOR THE DIRECTORATE-GENERAL FOR TRANSLATION (DGT)**

COM/TA/AD/01/21 – DANISH LANGUAGE (DA) TRANSLATORS (AD 5)
COM/TA/AD/02/21 – GERMAN-LANGUAGE (DE) TRANSLATORS (AD 5)
COM/TA/AD/03/21 – FINNISH-LANGUAGE (FI) TRANSLATORS (AD 5)
COM/TA/AD/04/21 – SWEDISH-LANGUAGE (SV) TRANSLATORS (AD 5)

Deadline for registration: 9 February 2021 at 12.00 (midday), Brussels time

The purpose of these selection procedures is to draw up lists of aptitude from which the respective Language Departments of the above-mentioned Directorate-General of the European Commission will recruit temporary agents as '*translators*' (function group AD).

Any reference, in the framework of these selection procedures, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

This call and its annexes form the legally binding framework for these selection procedures.

Number of successful candidates sought

COM/TA/AD/01/21 – DA:	25
COM/TA/AD/02/21 – DE:	35
COM/TA/AD/03/21 – FI:	25
COM/TA/AD/04/21 – SV:	25

Throughout the selection procedures, you will be invited to sit several tests as indicated in this call. The Commission will ensure that the conditions under which you sit such tests are in line with the recommendations established by the relevant Public Health Authorities (European Centre for Disease Prevention and Control/other International/European and national authorities).

The successful candidates may be offered a temporary contract pursuant to Title I, 2b) of the Conditions of Employment of other servants of the European Union in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents:

https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf (currently under revision).

The initial duration of the contract is four years for 2b) temporary agents and may be renewed for a maximum period of two years.

The total duration of the contract will also take into account the relevant provisions in Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a 12-year period),

<https://ec.europa.eu/transparency/regdoc/rep/3/2004/EN/3-2004-1597-EN-6-0.Pdf> as amended by Commission Decision C(2013) 9028 final of 16 December 2013

<https://ec.europa.eu/transparency/regdoc/rep/3/2013/EN/3-2013-9028-EN-F1-1.Pdf>

and Commission Decision C(2019)2548 final of 5 April 2019

Please note that contracts, which may be offered to successful candidates, will be for positions in the European Commission DGT premises in Brussels or Luxembourg.

Successful candidates who are offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salaries as an indication, as of 1 July 2019, are:

For grade AD 5:

- Step 1: 4.883,11 €
- Step 2: 5.088,30 €

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants (<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20200101&qid=1579010653487&from=EN>).

I - WHAT TASKS CAN I EXPECT TO PERFORM?

Successful candidates will be required to translate documents from original texts drafted mainly in English into the language of their chosen selection procedure. The texts to be translated, which are often complex, generally deal with political, legal, economic/financial, scientific or technical subjects encompassing all the European Union's areas of activity. Duties may also include revision of translations (both translations by in-house colleagues and by external contractors) and terminology research. Performing translation and other relevant tasks requires digital skills and intensive use of specific IT and related tools.

II - AM I ELIGIBLE TO APPLY?

You must meet ALL of the following general and specific conditions ***on the deadline*** for online applications. During the course of each selection, the Authority Empowered to Conclude Contracts of Employment (AHCC) will check whether you meet the general eligibility conditions while the Selection Committee will check compliance with the specific eligibility conditions mentioned hereunder:

1) General conditions:

- Enjoy full rights as a citizen of a Member State of the EU
- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned

2) Specific conditions – languages:

Article 12.2(e) of the Conditions of Employment of Other Servants (CEOS) provides that temporary agents may be appointed only on the condition that they produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

You must have knowledge of ***at least 2 official EU languages***. In this call we will refer to the languages as:

- Language 1: level C2 (perfect knowledge) of the language of the chosen selection procedure, used for the Main Language Skills test, the translation and revision tests and the interview;
- Language 2: minimum level C1 (thorough knowledge) of English, used for the language comprehension test, the translation and revision tests and the interview;
- Knowledge of any other EU language may be taken into consideration at the recruitment stage.

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages*: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>

Communication via the EPSO account between EPSO and the candidates who have submitted a valid application will take place in one of the languages they have declared in their application form at C1 level or higher.

Language 1 must be the language of the chosen selection procedure.

Language 1 corresponds to the target language of the given translation departments and the language of communication within the department. A perfect command of that language is required.

Language 2 must be English.

Given that the vast majority of original versions of the documents handled by the Danish/Finnish/German/Swedish Departments of the DGT are drafted in English, knowledge of this language is essential for both translation into the target language of texts produced in that language and linguistic revision of translations as well as for performing other duties.

Successful candidates recruited following these selection procedures will therefore mainly work with English-language documents and are required to have a thorough knowledge of English.

3) Specific conditions - qualifications & work experience:

- You must have a level of education corresponding to ***at least 3 years'*** completed university studies attested by a diploma.
- No professional experience is necessary.

Please note that ONLY diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

III - HOW WILL I BE SELECTED?

1) Application process

When completing your application form, you will have to select as language 1 the language of the chosen selection (Danish, Finnish, German or Swedish) and English as your language 2. You will also be asked to confirm your eligibility for the selection procedure and provide further information **relevant to the procedure** (for example: diplomas).

You can complete your application form either in your Language 1 (Danish, Finnish, German or Swedish) or in Language 2 (English).

By validating your application form you declare on your honour that you meet all the conditions mentioned under the section ‘Am I eligible to apply?’ **Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application within the deadline.**

2) Pre-selection: Computer-based Multiple-Choice Question (MCQ) tests

If you validate your application form within the deadline you will be invited to sit a series of computer-based MCQ tests either in one of EPSO's accredited centres or remotely.

Unless instructed otherwise, **you must book** an appointment for the MCQ tests following the instructions received from EPSO. Typically, you will be offered several dates on which you can sit the tests, in various locations. The booking and testing periods **are limited**.

The computer-based MCQ tests will be organised as follows:

<i>Tests</i>	<i>Language</i>	<i>Questions</i>	<i>Duration</i>	<i>Marking</i>	<i>Pass mark</i>
Language Comprehension	Language 2	12 questions	25 min	Out of 12	6/12
Main Language Skills	Language 1	25 questions	25 min	Out of 50	30/50

You must reach the minimum pass marks in both marked tests in order to be able to qualify for the next stage of the procedure. Where a number of candidates tie for the last available place, they will all be admitted to next stage. These results will not be added to the results obtained in the subsequent tests.

3) Eligibility checks

The eligibility requirements laid down in the section ‘Am I eligible to apply?’ above will be checked against the data provided in candidates’ online applications. The Authority Empowered to Conclude Contracts of Employment (AHCC) will check whether you meet the general eligibility conditions, while the Selection Committees will check compliance with the specific eligibility conditions under the section ‘Education and Training’ of the candidates’ online application.

Candidates' applications will be checked for eligibility in descending order of the total marks obtained for the MCQ tests, until the number of eligible candidates for each selection reaches the number of candidates to be invited to take the translation and revision tests. The other files will not be checked. **Approximately 4 times, but no more than 5 times**, the number of successful candidates sought for each selection procedure will be invited to take the translation and revision tests.

4) Selection: Translation and revision tests

Candidates who meet the eligibility requirements according to the data in their online application, and who scored one of the **highest total marks** for the computer-based MCQ tests, will be invited to sit two tests in **languages 1 and 2 either in one of EPSO's accredited centres or remotely**. Further details and instructions will be included in your invitation letter. The tests are as follows:

- i. **Revision test** (duration 30 minutes): Revision of a text translated into Language 1 (Danish/Finnish/German/Swedish) from Language 2 (English) with the use of candidate's own non-electronic (paper format) dictionaries.

The revision test will be marked out of 70, with a pass mark of 35.

- ii. **Translation test** (duration 90 minutes): Translation into Language 1 (Danish/Finnish/German/Swedish) from Language 2 (English) with the use of candidate's own non-electronic (paper format) dictionaries.

The translation test will be marked out of 70, with a pass mark of 35.

If you do not reach the pass mark in the revision test, your translation test will not be marked. You must score one of the **highest combined overall marks** in these tests to qualify for the next stage of the selection.

5) Interview

Candidates who scored one of the **highest combined overall marks** in the translation and revision tests, will be invited to an interview (online or in-person) held in **languages 1 and 2**, within the limit of a **maximum of 2 times** the number of successful candidates sought for each selection. Further details and instructions will be included in your invitation letter.

The interview will assess motivation and the following general competencies:

- analysis and problem solving,
- delivering quality and results,
- learning and development, and
- oral communication.

The interview will be marked out of 60, with a pass mark of 30.

Unless instructed otherwise, you will have to upload scanned copies of your supporting documents to your EPSO account. Further details and instructions will be included in your invitation letter.

The marks obtained in the interview will be added to those obtained in the tests under Point 4 in order to give candidates their final overall mark.

6) Lists of Aptitude

After checking candidates' supporting documents against the information provided in their online application form, the Selection Committee will draw up a *list of aptitude* for each selection - until the number of successful candidates sought is reached - of those eligible candidates who have reached the minimum pass marks and obtained one the highest overall mark following the tests and interview. Where candidates tie for the last available place on the list, they will all be included on the list. Names will be listed alphabetically.

The lists of aptitude of successful candidates will be made available to the European Commission for recruitment procedures and future career development. The lists will be valid for two (2) years and their validity may be extended. Inclusion on an aptitude list *does not confer any right to or guarantee of* recruitment.

IV - EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS

EPSO endeavours to apply equal opportunities, treatment and access to all candidates.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need.

If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible using the contact information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration.

For more information, please contact the EPSO-accessibility team by:

- e-mail (EPSO-accessibility@ec.europa.eu); or
- post: European Personnel Selection Office (EPSO)
EPSO accessibility
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIQUE/BELGIË

Please clearly label this correspondence '**EPSO accessibility**,' quoting **your name**, the **number of the selection procedure** and **your application number**.

The supporting documents will be examined on a case-by-case basis and where duly justified, in light both of the evidence submitted and of the principle of equal treatment of candidates, special arrangements may be offered by EPSO within the limits of what is judged to be reasonable.

V – SECURITY CLEARANCE

Pursuant to Article 10(2) of the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, all individuals whose duties may require them to have access to the EU classified information shall be security

authorised to the relevant level (EU secret) before being granted access to such EU classified information.

Given that the European Commission regularly handles sensitive and classified information requiring a high degree of confidentiality, it is within the interests of the service that some staff members working in the translation services have the appropriate security clearance to translate documents containing such sensitive and classified information.

Therefore, the candidates successful in this selection may be asked, as a pre-requisite to recruitment for certain posts, to submit themselves to security clearance procedure according to the above-mentioned Commission Decision (EU, Euratom) 2015/444.

Successful candidates of this selection who apply to such posts are therefore understood to be prepared to undergo security clearance procedure under the Commission Decision (EU, Euratom) 2015/444. In all cases, these aspects will be clearly indicated in the vacancy notice for the post concerned.

The security clearance procedure is carried out by a National Security Authority of the Member State of the candidate's nationality. The security clearance procedure may vary considerably between Member States. Applicants are advised to inform themselves about the procedure before applying to this selection.

VI - WHEN AND WHERE CAN I APPLY?

You must apply online on the EPSO website <http://jobs.eu-careers.eu> by:

9 February 2021 at 12.00 (midday), Brussels time.

Your application must be submitted via your EPSO account by means of the online application form, following the instructions on the EPSO website relating to the various stages of the procedure.

If you do not have an EPSO account you should create one by following the instructions for creating an account on the EPSO website www.eu-careers.eu

You must have a valid e-mail address and are responsible for keeping it, as well as your personal details, up to date in your EPSO account.

Once you have validated your application form, you will no longer be able to make any changes.

It is your responsibility to ensure that you complete and validate your application within the deadline established in the present call for expressions of interest.

ANNEX I

1. COMMUNICATION WITH CANDIDATES:

Once your application has been registered, you can follow the general progress of the selection procedure by consulting the EPSO website <http://jobs.eu-careers.eu>

Individual information will be available **only via your EPSO account**.

This is the case in particular for:

- MCQ tests: invitation and results;
- Eligibility results;
- Revision/Translation tests: invitation and results;
- Interview: invitation and results.

You should check your EPSO account regularly — at least twice a week. It is your responsibility to update your EPSO account to reflect any change of residential or e-mail address.

In all correspondence you must quote your name as given on your application form, the selection procedure reference and the application number.

1.1. Automatic disclosure

You will **automatically receive** the following information after each stage of the selection procedure:

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;
- **Eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Translation/Revision tests:** your results;
- **Interview:** your results

1.2. Information on request

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Committee proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the EPSO website (https://epsu.europa.eu/help_en) within 10 calendar days of the day your results were published.

2. SELECTION COMMITTEES

The Selection Committees are appointed according to the provisions of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents (currently under revision) to select the best candidates in the light of the requirements set out in the call.

The Selection Committees also decide on the difficulty of the computer-based Multiple-Choice Question (MCQ) tests and translation and revision tests. The decisions establishing the members of the Selection Committees will be published on the EPSO website <http://jobs.eu-careers.eu>

Candidates are strictly forbidden to make any contact related to the selection procedures with the members of the Selection Committees, either directly or indirectly. Any infringement of this rule will result in disqualification from the selection procedure.

3. REQUESTS, COMPLAINTS AND APPEALS

3.1. Technical and organisational issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO exclusively** via the EPSO website (https://epso.europa.eu/contact/form_en).

In all correspondence, please mention your **name** (as given in your EPSO account), your **application number** and the **reference number of the selection procedure**.

If the problem occurs at a test centre, please:

- alert the invigilators immediately so that a solution can be sought at the centre itself. In any case, ask them to record your complaint in writing, and
- contact EPSO no later than **3 calendar days** after your tests via the EPSO website (https://epso.europa.eu/contact/form_en), with a brief description of the problem.

For **problems occurring outside test centres** (for example, concerning the test booking process), please follow the instructions in your EPSO account and on EPSO's website or contact EPSO immediately via the EPSO website (https://epso.europa.eu/contact/form_en).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website (https://epso.europa.eu/contact/form_en). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

3.2. Error in the computer-based multiple-choice question (MCQ) tests

The MCQ database is subject to permanent in-depth quality control by EPSO.

If you believe that an error in one or more of the MCQs made it impossible for you to answer or affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the Selection Committees (under the 'neutralisation' procedure).

Under this procedure, the Selection Committees may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this Call.

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/help/forms/complaints_en),
- **language:** in the language 2 of the selection procedure in question
- **deadline:** within **3 calendar days** of the date of your computer-based tests
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

Requests received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

3.3. Requests for review:

You can request a review of any decision taken by the Selection Committee/the Authority Empowered to Conclude Contracts of Employment (AHCC) that establishes your results and/or determines whether you can proceed to the next stage of the selection procedure or are excluded.

Requests for review may be based on:

- a material irregularity in the selection procedure process; and/or
- non-compliance, by the Selection Committees or the Authority Empowered to Conclude Contracts of Employment (AHCC) with the Staff Regulations and Conditions of Employment of Other Servants, the call, its annexes and/or case law.
- **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/help/forms/complaints_en);
- **language:** in the Language 2 of the selection procedure in question;
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

3.4 Appeal procedures:

You can lodge a complaint under Article 90(2) of the Staff Regulations. You should send only one copy, in the following way:

- by e-mail, preferably in pdf format, to functional mailbox HR MAIL E.2 (HR-MAIL-E2@ec.europa.eu)

The three-month time limit for initiating this type of procedure (see Staff Regulations <https://eur->

lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20180101:EN:PDF)

starts to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the Authority Empowered to Conclude Contracts of Employment (AHCC) does not have the power to change the decisions of a Selection Committee. The General Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless the rules which govern their proceedings have clearly been infringed.

3.5. Judicial appeals

As a candidate in a temporary agent selection procedure, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by the Authority Empowered to Conclude Contracts of Employment (AHCC) rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section 3.3). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by the Authority Empowered to Conclude Contracts of Employment (AHCC) not the Selection Committee.

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

3.6. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman.

Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see points 3.1. to 3.3 above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

4. DISQUALIFICATION

You may be disqualified at any stage in the selection procedure if the Selection Committee/the Authority Empowered to Conclude Contracts of Employment (AHCC) find that you have:

- created more than one EPSO account;
- not met the eligibility requirements;
- made false or unsupported declarations;
- failed to book or sit one or more of your tests;
- cheated during the tests;
- not declared in your application form the languages required in this Call;
- attempted to contact a member of the Selection Committees in an unauthorised manner;

- failed to inform EPSO of a possible conflict of interests with a Selection Committee member;
- signed or written a distinctive mark on anonymously marked written or practical tests.

Candidates for recruitment by the EU institutions or agencies must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future selection procedures.

ANNEX II



PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data

Processing operation: Declaration on the protection of personal data in connection with a selection procedure for temporary agents for posts other than management and advisory posts.

Data controller: DG Human Resources and Security - Unit HR.DDG.B.1 'Selection, Recruitment & End of Service'

Record reference: [DPR-EC-01728.1](#)

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protecting your personal data and to respecting your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reasons for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information relating to the processing operation ‘Selection procedures for temporary agents organised by the European Commission for posts other than management and advisory posts.’ undertaken by DG Human Resources Unit HR.DDG.B.1, ‘Selection, Recruitment & End of Service’, is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The European Commission collects and uses your personal information to organise or assist the Directorates-General (DGs) with the selection of temporary agents with a view to constituting a list of suitable candidates best matching the profile set out in the call for expressions of interest. The selection procedures can be carried out by DG HR with the relevant services of the requesting DG(s) only, or with the support of an Account Management Centre (AMC) or the European Personnel Selection Office (EPSO).

Following publication of a call for expressions of interest for the selection of temporary agents, candidates send their application pack by e-mail to a dedicated functional mailbox created by the relevant services of the requesting DG(s) or, where applicable, the AMC, or via EPSO’s secure electronic platform, usually when the selection procedure is organised with the support of EPSO.

In all cases, an individual file is created for each candidate. This file comprises:

- the application pack, containing the duly completed application form; a CV, if required; a motivation letter, if required; where applicable, the additional information provided by the candidate in the ‘Talent Screener’ section;
- copy of an official document proving citizenship (identity card or passport); copy of the diploma(s) or certificate(s) of the required level of education; copies of documents proving relevant professional experience;
- the assessment sheets for the application file and the candidate’s performance in the tests to which he or she has been invited;
- correspondence with the candidate.

When the selection procedure includes computer-based and/or assessment centre tests, the subsets of the candidates’ personal data may also be processed using IT applications owned and/or operated by EPSO’s sub-contractors acting as data processors, in line with the rules and within the limits set by the applicable framework contracts.

The selection committee processes the candidates' files (which include identification and admissibility data on the candidates), drafts the reasoned report and compiles the list of successful candidates, but does not store them.

The Recruiter Portal is used to manage the lists of successful candidates and can be accessed within the EU bodies and institutions by HR management staff. At the Commission, these are: DG HR, AMCs, HR Business Correspondents, management staff and other members of the institution's staff who have obtained access to the Recruiter Portal as part of a recruitment procedure for seeking and selecting candidates with a view to recruitment.

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

3. On what legal ground(s) do we process your personal data?

We process your personal data, because:

processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

Processing has the following legal basis:

- Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community;
- Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary agents.

4. Which personal data do we collect and further process?

In order to carry out this processing operation, Unit HR.DDG.B.1 'Selection, Recruitment & End of Service' collects the following categories of personal data:

- Personal data identifying the candidates: first name(s), family name(s) at birth, date of birth, sex, nationalities, main language, identification document type and number, copy of the identification document containing all personal data, national ID number, e-mail address, selection procedure number, secret identification number allocated for the anonymous marking of tests, 'eligibility identification number' used for identification during computer-based tests.
- When the selection takes place with the support of EPSO, personal data relating to the use of the candidates' EPSO accounts: user identification code, number, username, login, password, user visits log.
- Candidates' personal data needed to allow them to be contacted, and for the practical organisation of tests: address, post code, town/city, country, telephone number(s), correspondence languages, test languages; Data provided by the candidates concerning specific needs (particularly any health issues and/or disabilities); Data concerning family, social and professional relationships liable to constitute a conflict of interest.
- Candidates' personal data needed for the assessment in the light of the eligibility and/or selection criteria established by the call for expressions of interest, and for assessing the

candidates' motivation: training, details of professional experience, technical expertise and skills, language skills.

- The results obtained by the candidates at the various stages of the selection process, and the data relating to the evaluation of candidates' qualifications, skills and competences (scores and, where applicable, observations of the selection committee).

The provision of personal data is mandatory to meet the requirements for recruitment laid down in the Conditions of Employment of Other Servants of the European Union.

5. How long do we keep your personal data?

The European Commission only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, as follows:

- the files of candidates on the list of suitable candidates are kept by Unit HR.DDG.B1 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files.
- the files of candidates on the list of suitable candidates but not recruited by the Commission are kept for two years, as from the date on which the list is closed;
- the files of candidates not included on the list of suitable candidates are kept for five years, as from adoption of the reserve list;
- candidates' data supplied in an application that was not validated in time are kept for one year as from the closing date for applications for the selection procedure;
- files documenting the organisation of procedures for the selection of temporary agents are kept for five years as from the date on which the reserve list is closed.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. The organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. When the selection is organised with the support of EPSO, see record DPR-EC-01154.

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

Access to your personal data is granted to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the 'need to know' principle. Such staff abide by statutory and, where required, additional confidentiality agreements.

The selection committee, Unit HR.DDG.B.1, the AMC staff in charge of the selection procedure, the staff of the requesting DG(s) in charge of the selection procedure and EPSO can therefore access the data deemed necessary for carrying out this processing operation.

In addition:

- Within the EU institutions, HR management staff (for the Commission, DG HR, the AMCs, HR Business Correspondents), management staff and other institution staff members who have obtained access to the Recruiter Portal as part of a recruitment procedure have access to the Recruiter Portal to search for and select candidates for recruitment.
- The EU courts and the Commission's Legal Service can access data deemed necessary in relation to a request or an administrative complaint under Article 90(1) or (2) of the Staff Regulations and/or an appeal before the EU courts. OLAF, IDOC, IAS, the European Court of Auditors and the staff of the European Ombudsman can access data deemed necessary for specific cases or audits.
- EPSO contractors tasked with the practical organisation of certain tests. The data provided to contractors are limited in terms of time and their scope of application, and are aimed solely at addressing the specific objective of identifying assessment centre candidates and managing test variants.

The information we collect will not be given to any third party, except to the extent and for the purpose that may be required by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

Data on admissibility criteria cannot be changed after the closing date for applications. The right of rectification cannot be exercised after the closing date for applications, insofar as this could influence the outcome of the selection procedure.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under point 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their record reference(s) as specified under point 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.DDG.B.1 of HR-B1-GDPR@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) 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 Data Controller.

10. Where can you find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>

This specific processing operation has been included in the DPO's public register with the following Record reference: DPO-1964-2/DPR-EC-01728.1- *Selection procedures for temporary agents organised by the European Commission for posts other than management and advisory posts.*