

## Privacy Statement Recruitment

### 1. Data Protection legal framework applicable to the Single Resolution Board (SRB)

All personal data are processed in line with EU Data Protection Law.<sup>1</sup>

### 2. The SRB as controller of processing personal data

The controller is the Single Resolution Board (SRB) and the unit responsible for the processing is SRB's Unit E2 (Human Resources).

Personal data collected are processed according to the conditions set out in the Regulation (EU) 2018/1725. Your data will not be used for any purposes other than the performance of the activities specified above. Otherwise, you will be informed accordingly.

### 3. Purposes for processing personal data

The SRB intends to conduct remote tests in the context of HR selection procedures by having the candidates supervised by an external proctor during the examination. Such services will be provided by an external contractor ('TestReach') acting as a data processor.

The personal data that are processed during the selection phase are necessary to identify the candidate (e.g. first name, last name, date of birth, gender, nationality) to allow the practical organisation of the tests (e.g. phone number, email) and to evaluate the eligibility, the expertise and the profile of applicants. This allows the selection of and retention for a limited time on reserve lists of the most suitable candidates for the open positions.

The categories of data collected and used for the processing operations are as follows:

Personal details:

- First name, last name, date of birth, gender, nationality, address, phone number, email;
- **Work experience:** including for each experience, start & end dates, position/title held, main activities & responsibilities, name & address of the employer, type of business;
- **Education & training:** including for each course, start & end dates, titles, qualifications, diploma (level in the national and/or international classification), main study subjects, name of the organisation providing the education or the training;
- **Languages:** including for each language, the level of understanding, listening, reading comprehension, spoken proficiency, written proficiency and details about the courses attended;
- Personal skills and competences (if applicable): technical, organisational, social, artistic, etc.;
- **Additional information:** any other information that may be relevant (eg. personal data of contact persons, references, etc.).

The SRB reserves the right to request the submission of the relevant documentary evidence for the above-mentioned criteria on the day of the assessment.

Personal Data is submitted to the SRB electronically via the CV-online tool managed by the European Commission/EP SO and a functional mailbox managed by the SRB (SRB-RECRUITMENT@srb.europa.eu).

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295, 21.11.2018, p. 39–98 (EUDPR).

For the use of TestReach, in the process of remote invigilation, the experience of sitting an exam in a physical exam room is recreated in an online environment. During the exam the candidate is connected to a live supervisor over the web, using various technologies (video, audio, remote screen share and instant messaging) to ensure good communications and security. The remote invigilation is an integral part of the TestReach online application.

#### 4. Legal basis for processing personal data

The legal basis for processing personal data is the following:

The data processing under consideration is necessary for the performance of a task carried out in the **public interest** (Article 5(1)(a) Regulation (EU) [2018/1725](#))<sup>2</sup> in combination with the SRB Regulation and Decision on the Implementing Rules on the engagement and use of temporary agents adopted on 23/05/2015. The selection procedures are necessary for the organization of selection procedures of temporary agents. All personal data connected to the use of TestReach are processed based on the necessity for the performance of a task carried out in the public interest by the SRB, including the processing of personal data that are necessary for the management and functioning of the SRB.

Regarding the processing of any special categories of personal data, the legal basis is Article 10 (2)(g) EUDPR (i.e the data processing is necessary for reasons of **substantial public interest** in combination with the SRB Regulation, 806/2014 of the European Parliament and of the Council of 15 July 2014, and the Decision on the Implementing Rules on the engagement and use of temporary agents adopted on 23/05/2015).

#### 5. Recipients of the personal data

When the SRB processes personal data for the above-mentioned purposes, the following persons may access your personal data on a strict need-to-know basis:

- The personnel in the HR service in charge of the recruitment procedure;
- The members of the selection panel (internal and external members);
- Information may be disclosed in compliance with the relevant current legislation and established case law and on a temporary basis to the SRB's Internal Audit Service, the European Anti-Fraud Office ("OLAF") in the framework of an investigation carried out by OLAF, the Court of Auditors, the European Ombudsman, the General Court, the European Data Protection Supervisor, the members of the SRB's legal service, the European Commission DG Human Resources and Security services in charge of Appeals and Case Monitoring, competent external legal service providers contracted by the SRB;
- The staff of TestReach providing services for the invigilation of online written tests.

#### 6. Time limits for storing personal data

SRB is the data controller and is responsible for the length of time during which personal information is retained. TestReach as processor acts in accordance with the SRB's instructions and in compliance with the EUDPR.

- For candidates who were invited to the SRB assessment during the course of a given selection procedure: data will be kept for a period of 5 years following the conclusion of the selection procedure;

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<sup>2</sup> In addition, Recital 22 of Regulation 2018/1725 further clarifies Article 5.1(a) stating that 'In order for processing to be lawful, personal data should be processed on the basis of the necessity for the performance of a task carried out in the public interest by Union institutions and bodies or in the exercise of their official authority [...] Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies'.

- For candidates who were not invited to the SRB assessment: data will be kept for a period of 5 years (i.e. from the date when the applicant received the notification letter);
- For successful candidates on the Reserve lists: data collected for the invigilated remote testing (remote written tests answers) are stored in the selection file for a period of 5 years following the conclusion of the selection procedure;
- For unsuccessful candidates who have not been recruited from the Reserve lists: data will be deleted after the expiry of the reserve lists (two years);
- Invigilation reports received from TestReach will be retained in the relevant selection file for a period of five years after the closing of the selection procedure<sup>3</sup>;
- The videos of the remote proctored exams received from TestReach, will be retained until appeal channels have been exhausted, incl. the time limits for appeal before the General Court.
- For unsolicited applications: the data will be kept for a maximum period of 2 years.

### **7. Data protection rights**

You have the right to access your personal data and correct any data that is inaccurate or incomplete. You have also (with some limitations) the rights to delete your personal data or to restrict the processing of your personal data in line with the Regulation (EU) 2018/1725.

### **8. Contact Information in case of queries and requests**

You can exercise your rights by contacting the data controller at (SRB-RECRUITMENT@srb.europa.eu) The SRB's Data Protection Officer at [SRB-DPO@srb.europa.eu](mailto:SRB-DPO@srb.europa.eu) answers all queries relating to personal data protection.

### **9. Addressing the European Data Protection Supervisor**

If you consider that your rights under Regulation (EU) 2018/1725 have been violated as a result of the processing of your personal data, you have the right to lodge a complaint with the [European Data Protection Supervisor](#) at any time.

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<sup>3</sup> This is the retention period for the selection files and it includes both successful and unsuccessful candidates.