



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation:** *Processing of candidates' personal data in the framework of the organisation of selection procedures for EU Conference Interpreting Agents (ACI)*

**Data Controller:** *European Commission DG Interpretation (SCIC), Unit B.4*

**Record reference:** *[DPR-EC-00430]*

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## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect 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 reason 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 in relation to processing operation “*Processing of candidates’ personal data in the framework of the organisation of selection procedures for EU Conference Interpreting Agents (ACI)*” undertaken by DG SCIC.B.4 is presented below.

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

Purpose of the processing operation: DG SCIC.B.4 collects and uses your personal information to organise accreditation tests and select qualified freelance interpreters, who are then eligible for recruitment by the three EU Interpreting Services (European Commission, European Parliament and Court of Justice of the EU). In particular, your personal data is collected to manage the administrative aspects of the registration and the subsequent stages of the selection process (eligibility check, pre-selection test and accreditation test).

Your personal data will be further processed, after anonymisation, for statistical purposes.

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

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

We process your personal data, because:

(a) 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;

The processing is carried out on the basis of the Staff Regulations of officials and the Conditions of Employment of other servants of the European Union, as laid down by Regulation No. 31 (EEC), as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013. Article 3 of the Treaty of the European Union.

Data collection and processing is necessary to organise accreditation tests and select qualified freelance interpreters, who are then eligible for recruitment by the three EU Interpreting Services (EC, EP and EUCJ).

The organisation of such tests is entrusted to the Inter-Institutional Test Office in DG Interpretation, SCIC.B.4 and is in line with DG Interpretation’s mission of providing quality conference interpretation services to support multilingual communication and facilitate a transparent, democratic and efficient EU decision-making process.

The “Concertation Technique Interinstitutionnelle”, signed in 2004 by Staff representatives and the three EU Interpreting services, lays down the basis for the set-up of the inter-institutional freelance selection process.

b) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

We process special categories of personal data indicated in Section 4, as required by any special needs of each candidate.

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

In order to carry out this processing operation DG Interpretation, SCIC.B.4 collects the following categories of personal data:

- First Name and Surname;
- Contact details (eg e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, IP address, etc.);
- Nationality, Passport number/ID number;
- Information for the evaluation of selection criteria or eligibility criteria: educational background, professional experience, including details on current and past employment, language knowledge (A, B and/or C languages);
- Supporting documents: CV with picture, copy of your passport/ID, copies of University diploma(s), proof(s) of work experience.
- In the event of a data subject receiving an invitation for a test, they will be asked if they require special assistance or any other type of accommodation to ensure accessibility, etc.

The provision of personal data is mandatory to meet a statutory requirement as outlined in the Staff Regulations of officials and the Conditions of Employment of other servants of the European Union, as laid down by Regulation No. 31 (EEC), as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013. Article 3 of the Treaty of the European Union.

If you do not provide your personal data, possible consequences are that your application will be deleted after 3 weeks and you will not be invited to future tests.

#### **5. How long do we keep your personal data?**

DG SCIC.B.4 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 20 years. If you do not submit in full your supporting documentation after having registered, your file will be kept for 3 weeks only before being deleted.

If a candidate is invited for a test, data subjects will be asked if they need assistance with regards to accessibility or types of accommodation. This information will be destroyed as soon as the test has taken place.

#### **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 either 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 in place. 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. 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.

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

Access to your personal data is provided 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 when required, additional confidentiality agreements.

Such authorised staff includes:

The European Parliament Test team in the Multilingualism and Succession Planning Unit (DG LINC), responsible for the organisation and management of pre-selection tests

The members of inter-institutional Screening Committees and Selection Boards for the eligibility check and accreditation testing phases

The Heads of Interpretation Units, Middle and Senior Management in DG SCIC (European Commission), DG LINC (European Parliament) and the Directorate Interpretation in the Court of Justice of the European Union.

The Financial Support team in DG Interpretation SCIC.B.4 for the processing of requests of partial reimbursement of travel and subsistence expenses.

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

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

For the personal data you have consented to provide to DG SCIC.B.4 for the present processing operation, you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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 Heading 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 Heading 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, *DG SCIC.B.4*, functional mailbox: [csi-tests@ec.europa.eu](mailto:csi-tests@ec.europa.eu)

### - The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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 to 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: **DPR-EC-00430**.