

Nr.	Item	Recruitment of Seconded National Experts, Trainees and Interim Workers
1	Name of the Controller	Head of Resources Department: hr.helpdesk@esma.europa.eu
1.1	Address of the Controller	ESMA, 103 Rue de Grenelle, 75007 Paris
1.2	ESMA Parts Entrusted with Processing	ESMA/RES/HR team/Recruitment
1.3	Processors (if any)	1) Outsourced eRecruitment tool - Adequasys 1 Rue Claude Bernard, 26100 Romans-sur-Isère, 2) Sending Authorities in the case of SNEs, 3) Interim agencies (Manpower and SERCO) in the case of Interims and consultants, 4) IPC, the clinic doing the pre-employment medical checks (IPC: 6 rue La Pérouse - 75116 PARIS, http://www.ipc-etoile.fr/)
2	Name and contact details of DPO	ESMA's Data Protection Officer (DPO): dpo@esma.europa.eu
3	Name and contact details of joint controller (where applicable)	Not Applicable
4	Name and contact details of processor (where applicable)	1) Outsourced eRecruitment tool - Adequasys: 1 Rue Claude Bernard, 26100 Romans-sur-Isère, 2) Sending Authorities in the case of SNEs, 3) Interim agencies (Manpower and SERCO) in the case of Interims and consultants.
5	Purpose of the processing	The purpose of the processing is the management, collection, monitoring of the use and processing of personal data of applicants at the various stages of the selection procedures. The goal of the selection procedures is to identify the most suitable candidate(s), manage and check the use of the reserve lists and to ensure that all steps of the procedure are carried out according to the EU Staff Regulations and implementing rules, in particular to ensure non-discrimination, equal treatment, impartiality, transparency and confidentiality to all steps. The legal basis for this processing operation is ESMA Regulation n. 2010/1095, as it may be amended, repealed or replaced, ESMA-2016-206 ESMA Recruitment Policy, ESMA-2014-MB-67 Decision on Seconded National Experts, ESMA-2015-1228 ESMA traineeship policy, ESMA64-77-251 Use of temporary workers at ESMA. Photograph: The communication of a photograph by an applicant may reveal his/her racial or ethnic origin. It may be justified on the basis that the data subject has given his/her express consent according to Article 10(2)(a) of the Regulation. SNEs: Declaration of interests before recruitment at ESMA (TAs/CAs): Article 11 and 11a of the Staff Regulations
6	Description of categories of persons whose data ESMA processes and list of data categories	Candidates of the selection procedures, selection committee members (including hiring manager). Information provided in the applications (address, age, nationality, gender, languages spoken, education, work experience, skills/competencies, motivation to work at ESMA, health insurance of trainees), information provided during the interview and written test (technical knowledge, skills, competencies), results of the selection procedure. Information provided by the selection committee members linked to absence of conflict of interest. Information provided during the engagement. For invited candidates bank account information is also processed for the reimbursement.
7	Time limit for keeping the data	The personal data are kept in the HR (secured) archives for the period of 2 years after the closure of the contract with the specified interim. The induction of 2 years is in the relation to the possible audits visits and assessment of financial & contractual files. Non recruited applicants whose names were put on the reserve list of applicants: The data relating to the non-recruited applicants on the "reserve lists for appointment" are kept in terms of the validity and the actual extension of the respective reserve lists, and then for the 2 years following the expiry of the list's validity. Not recruited applicants: The retention period of data for unsuccessful candidates is 2 years after the closure of the recruitment procedure. The time-limit for storage of data is set in relation to the time-limits to be established for the possible review of the decision taken in the selection procedure (complaint to the European Ombudsman, appeal with the Civil Service Tribunal), as well as in accordance with Article 49 of the Implementing Rules to the Financial Regulation (for budgetary and audit purposes). SNEs: - Recruited applicants: The personal data (in relation to the recruitment of candidates) are stored on paper (hard copies) and are the integral part of the physical personal file of each staff member (Art. 26 of the Staff Regulations). The personal files are locked in a special cabinet with restricted access rights to HR staff and ESMA internal auditor. ESMA's recommended retention period of the personal files is: - for staff members who during their service at ESMA have acquired EU pension rights (requirement of either having worked within the EU institutions/agencies for 10 years OR having reached during the service at ESMA the pensionable age), the data retention period is up to the time of the last pension payment. - for staff members who during their service at ESMA have not acquired EU pension rights, the data retention period is 10 years as of the termination of employment at ESMA.
8	Recipients of the data	The access to the personal data of data subject is restricted to ESMA HR staff. Recipients within Authority: - HR staff dealing with recruitment, - Head of Resources Department, - Executive Director of ESMA/Appointing Authority, - Selection Committee Members (for the purpose of evaluation and selection), - ESMA Finance Officers (for reimbursement purposes), - Data subjects themselves, for the data that concerns them individually. Recipients outside Authority, if requested (European Union institutional bodies): - Internal Audit Service of the Commission and the Court of Auditors (for audit purposes), - OLAF, - Court of Justice of the European Union, - European Ombudsman. - In the case of a candidate being placed on a reserve list, the information may be passed on to the member of staff and their Head of Division/Unit who requests to recruit a candidate for a similar vacancy.
9	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	1) Adequasys is based in France and under the EU regulation. OVH is a subprocessor and has storage facilities inside the EEA. 2) Sending Authorities in the case of SNEs 3) Interim agency in the case of Interims
10	General description of security measures, where possible.	Adequasys relies on the company OVH as a subcontractor; this last is aligned with security industry specifications and best practices (ISO/IEC 27001, CSA STAR, SOC I et II type 2 & PCI DSS). IPC, the medical clinic doing the pre-employment medical checks, complies with the relevant Data Privacy Requirements. The information at ESMA is handled on a need to know basis, stored and processed in secured ICT systems implementing access controls and other security safeguards.
11	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	https://www.esma.europa.eu/data-protection https://esmacareers.adequasys.com/?page=tc https://www.ovh.com/fr/protection-donnees-personnelles/gdpr.xml http://www.ipc-etoile.fr/fr/mentions-legales,9.html