

PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA RELATED TO RECRUITMENT OF STAFF

1. Context and Controller

This privacy statement explains why we process, how we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

As the Clean Hydrogen JU collects and further processes personal data, it is subject 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.*

Processing operations are under the responsibility of the Controller, the Clean Hydrogen JU.

The Clean Hydrogen JU may be contacted by sending an e-mail to info@clean-hydrogen.europa.eu, or at the following postal address: TO 56-60, 1049 Brussels, Belgium.

2. What personal information do we collect, for what purpose, through which technical means and under which legal bases?

Types of personal data

Recruitment of staff (contract staff, temporary staff, seconded national experts):

- Personal details: names, gender, date and place of birth, nationality, civil status, family situation and related supporting certificates, residence certificate, ID format photos;
- Contact details;
- Passport number/ ID number; Financial identification form, bank account; Legal entity form
- Degrees, diplomas or educational certificates knowledge of languages, professional experience, current and previous employment contracts, recommendation letters, motivation letters
- Moral conduct - recent criminal records extract
- Declaration of Conflict of Interest

Purpose and Technical means of personal data processing

The main purpose of the collection of the data above is to prepare the selected candidate's file and to finalise the candidate's recruitment procedure to permit entry into service.

Recruitment files are stored electronically and access is protected by the management of the access rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

Legal basis

- Articles 12 - 15 and 82 - 84, 86 of the Conditions for Employment of Other Servants of the European Union¹;
- General implementing provisions on the procedures governing the engagement and the use of contract staff at the Clean Hydrogen JU;
- General implementing provisions on the procedure governing the engagement and the use of Temporary agents at the Clean Hydrogen JU.
- Decision of the governing Board of the Clean Hydrogen Joint Undertaking laying down the rules on the secondment of national experts to the Clean Hydrogen JU.

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

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

Only authorised Clean Hydrogen JU staff has access to your personal data for the purposes of screening, interviewing and recruiting candidates. The persons to whom your data is disclosed include:

- Members of the Selection Committee
- Clean Hydrogen JU Human Resources Officer

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

Access

In case you wish to access your personal information, you can contact the Clean Hydrogen JU Data Protection Officer at Data-Protection@clean-hydrogen.europa.eu.

You may make a request to access the Clean Hydrogen JU Register of data processing operations in order to obtain more detailed information on how we treat and protect your personal data, in accordance with Article 17 of Regulation (EU) 2018/1725.

Rectification

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above-mentioned email address.

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

Erasure

¹ 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 (OJ 45, 14.6.1962, p. 1385) – available here: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from=FR>

You may make a request for erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send us a written request to the same email address mentioned under section “Access”.

We will respond to your request without undue delay and at the latest within one month.

You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.

Restriction of processing

You may make a request for restricting the processing of your personal data under the conditions laid down by Article 20 of Regulation (EU) 2018/1725 for the following reasons: you would like to contest the accuracy of the personal data; you consider that the processing is unlawful and you would oppose the erasure of the personal data and request the restriction of the use of the personal data instead; when the Clean Hydrogen JU as controller no longer needs your personal data for the purposes of the processing, but it is required by you as data subject for the establishment, exercise or defence of legal claims; or when you have objected to processing pursuant to Article 23(1) of Regulation (EU) 2018/1725, pending the verification of legitimate grounds.

In this case, you should send us a written request to the same email address mentioned under section “Access”.

Right to data portability

You have the right to receive the personal data, which you have provided to us in a structured, commonly used, and machine-readable format, and you may also request us to transmit this data to any other controller under the conditions of Article 22 of Regulation 201/1725. In this case, you should send us a written request to the same email address mentioned under section “Access”.

Right to object

You may object at any time to processing of your personal data under the conditions laid down by Article 23 of Regulation (EU) 2018/1725, on grounds relating to your particular situation. In this case, you should send us a written request to the same email address mentioned under section “Access”.

5. How long do we keep your personal data?

Recruitment files of successful candidates are stored for a period of 10 years as of the termination of employment.

The files of non-recruited applicants are retained for up to two years following the recruitment procedure.

The retention of files of non-recruited applicants on reserve lists is fixed in terms of the validity and the actual extension of the respective reserve lists.

The periods above are extended until the end of a possible audit if one started before the end of these periods.

6. Contact information

For any questions related to your rights, feel free to contact the Data Controller at Data-Protection@clean-hydrogen.europa.eu by indicating ‘Data Protection’ in the subject and explicitly specifying your request.

Any information relating to processing of your personal data is detailed in the register of the Data Protection Officer of the Clean Hydrogen JU.

7. Recourse to the European Data Protection Supervisor

You have the right to submit a complaint at any time directly to the European Data Protection Supervisor:

Rue Wiertz 60 – MO 63

B-1047 Bruxelles

Belgium

Tel: +32 2 283 19 00

Fax: +32 2 283 19 50

Email: edps@edps.europa.eu