



## ANNEX TO THE VACANCY NOTICE

### **Data Protection Statement in relation to applications for vacant posts in the Authority for European Political Parties and European Political Foundations (APPF)**

The purpose of this Data Protection Statement is to set out how the APPF, processes and stores personal data in relation to applications submitted by officials, other agents of the EU institutions and bodies, EPSO competition laureates as well as external candidates, for vacant posts in the APPF. It also aims to inform applicants and candidates of their rights in accordance with the provisions set out in Regulation (EU) No 2018/1725 of the European Parliament and the Council of 23 October 2018<sup>1</sup> (the "Regulation").

Selection of candidates to fill vacant posts is necessary for the management and functioning of the APPF. The **legal basis** underpinning the selection and recruitment to fill vacant posts in the APPF is (i) for officials Title III, Chapter 1, Articles 27 to 34 of the Staff Regulations, (ii) for temporary agents Title II, Chapter 3, Articles 12 to 15 of the Conditions of Employment of other Servants of the European Union and (iii) for contract agents Title IV, Chapter 3, Articles 82 to 84 of the Conditions of Employment of other Servants of the European Union. The processing of personal data received as part of a selection and recruitment procedure is lawful under Article (5)(a) and (b) of the Regulation, since staff participation in such procedures is necessary for the performance of a task carried out in the public interest as well as for compliance with a statutory obligation.

The data processing operations in relation to applications submitted for vacant posts are mainly conducted by staff of the APPF dealing with human resources. This staff is responsible for the publication of vacancy notices, the reception of applications, and the onward transmission of files to the relevant selection boards and decision-makers.

#### **1. What personal data is collected, for what purpose and through which technical means?**

All applicants' personal data will be collected and processed only to the extent necessary to process applications for vacant posts advertised by the APPF. In accordance with Article 4(1)(b) of the Regulation, such data will not be processed for any other purposes or used in support of measures or decisions regarding any particular individual.

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<sup>1</sup> Regulation (EU) No 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: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>



Authority for European Political Parties  
and European Political Foundations

A significant amount of personal data needs to be processed as part of any selection procedure for which an applicant has expressed interest. Such data will generally include, but is not limited to, the applicant's name, personnel number and administrative status if appropriate, career history and professional experience as well as additional information contained within any motivation letter. This data is important in terms of establishing an applicant's eligibility to apply for a particular vacant post advertised, both in terms of administrative compliance and whether he or she has the necessary professional experience (if specified in relation to the specific post), and subsequently in order for the application to be processed further.

As concerns applications, this information is submitted by each applicant via an application form in which they attach, if requested, their CV (indicating inter alia the function(s) occupied by the candidate), their motivation letter and for candidates of EU institutions, an official document from their institution confirming grading (function group and grade) and status as an official.

For candidates from EU institutions the processing of an applicant's file for a particular vacant post may also require the use of no more than two of the applicant's recent performance evaluation reports. These reports will be used by the staff of the APPF dealing with human resources, only for the purpose of the selection procedure and will be destroyed on the conclusion of the selection procedure.

Some relevant personal data received through the applications process may be retained for historical or statistical purposes after selection procedures have been completed. For the purpose of generating such statistics, a record of applications submitted will be stored. Access to any information will be strictly limited.

## **2. Who has access to your information and to whom is it disclosed?**

Throughout the application process, an applicant's personal data is accessible to staff of the APPF dealing with human resources. This staff receives and logs all applications and verifies whether an applicant is eligible for the post in question. Directorate-General for Personnel of the European Parliament may also be involved at this stage.

A summary of applications received in relation to a particular post, together with copies of candidates' application forms, CVs and motivation letters, is circulated following the closing date for applications to the relevant selection boards and decision-makers.

The APPF applies a policy that applicants' personal data must be processed, stored and eventually erased in accordance with the provisions set out in the Regulation. Any personal data submitted by applicants may be processed by recipients "only for the purposes for which they were transmitted".



### **3. How is your personal data protected and safeguarded?**

The data collected and stored in relation to applications for vacant posts is only accessible to the staff at the APPF and, where appropriate, at the European Parliament involved in recruitment.

### **4. How long is personal data kept?**

Paper and electronic files containing personal data (applications, CVs, etc.) kept by the APPF in relation to applications submitted will be stored for a maximum of 3 years after the completion of the selection procedure. After this period, the file(s) will be deleted and/or destroyed. A record of applications submitted will be kept anonymized by the APPF for statistical purposes (see point 1 above).

### **5. How can applicants verify, modify or delete their personal data?**

Applicants have a right of access at any time to information about them used in relation to an application, providing that the confidentiality of the deliberations and decision-making of selection boards is safeguarded, along with the rights of other applicants. Applicants also have a right to express their own position, to object or to complain.

Should applicants wish to access, modify, block or delete any personal data in this context a request should be sent to the attention of the Director of the APPF. Requests should be sent to the e-mail or postal address listed under point 6 (below).

In view of ongoing recruitment procedures, candidates who have submitted an application are strongly encouraged to rectify or modify any relevant personal data that may be out of date. Applicants should be aware that a request to delete certain elements of personal data essential to evaluating and processing an application for a vacant position might have a bearing on whether or not an application can be processed properly.

Identification data can be rectified by the data subject at any time during the selection procedure. Since applicants must fulfil the eligibility criteria for the vacant post in question at the latest on the date when its publication closes, applicants may only rectify categories of data relating to their eligibility up until the closing date for the submission of applications.

### **6. Contact Information**

Any question or request concerning personal data processed in relation to applications for vacant posts in the APPF, and the rights of applicants in this context, should be sent to the following addresses:

Email:

[APPF-VACANCIES@appf.europa.eu](mailto:APPF-VACANCIES@appf.europa.eu)



**Authority for European Political Parties  
and European Political Foundations**

Postal address:

Authority for European Political Parties and European Political Foundations (APPF)

For the attention of Mr Michael ADAM (*Director*)

Rue Wiertz 60

(TRI 05 V 024)

1047 Brussels

Belgium

## **7. Comments and Recourse**

In respect of matters relating to the application of the Regulation, comments can be addressed to the **Data Protection Officer of the Authority**, who may be consulted at any time by any person.

Contact: [Data-Protection@europarl.europa.eu](mailto:Data-Protection@europarl.europa.eu)

In accordance with the Regulation, any complaints should be addressed to the **European Data Protection Supervisor** (website: <http://www.edps.europa.eu/EDPSWEB/>).

Contact: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

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