



**Privacy Statement<sup>1</sup>**  
**Information on the protection of your personal data**  
**Selection procedures for permanent staff**  
**in the General Secretariat of the Council (GSC) – Ref. 083R01**

**1. Who is responsible for the handling of your personal data at the General Secretariat of the Council (GSC)?**

Head of Unit Staffing and Mobility Unit - ORG.1.A

[staffing.mobility@consilium.europa.eu](mailto:staffing.mobility@consilium.europa.eu)

**2. Contact details of the GSC's Data Protection Officer.**

Data Protection Officer

[data.protection@consilium.europa.eu](mailto:data.protection@consilium.europa.eu)

**3. What categories of personal data do we handle?**

We handle the following categories of personal data:

- for internal candidates: data included in their CV, motivation letter and relevant HR databases (e.g. Sysper, NDP);
- for interinstitutional candidates: data included in their CV, motivation letter and the appraisal reports they have submitted;
- for candidates outside the institutions and for successful candidates in internal competitions or EPSO competitions: data included in their CV, motivation letter, relevant HR databases (EPSO Recruiter Portal) and, when applicable, in their 'competency passport'.

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<sup>1</sup> Your personal data are handled in accordance with Regulation (EU) 2018/1725.



More specifically:

- identification data: full name, gender, nationality, date of birth, personnel number;
- CV and motivation letter, as well as any other information specific to the application;
- contact details (telephone number, addresses);
- information provided by the candidate on a disability or on circumstances which might pose difficulties for the candidate during the interview or during tests forming part of the interview, with a view to adaptation of the selection procedure or the provision of reasonable accommodation;
- information provided by the candidate in order to demonstrate that he or she meets the eligibility criteria laid down in the vacancy notice or notice of competition (function group and grade, seniority in grade, nationality, level of education, professional experience, proof of official status or other status, date of entry into service as an official, competency passport);
- data concerning results of the assessment of candidates' suitability and performance at different stages of the procedure, including during the interviews: the personal data contained in the evaluation grids, selection reports and final evaluation results (as agreed by the selection panels);
- annual appraisal report(s) provided by interinstitutional candidates upon request (pre-selected internal candidates' reports are made available to the department representative and the HR representative automatically);
- correspondence with candidates;
- any other information that the candidate considers relevant to his or her application.

**In the context of selection procedures for management posts:**

In addition to the data set out above:

- CV and administrative data of candidates (surname, first name, telephone number and email address), sent by the GSC to the external assessment centre;
- qualifications and diplomas;
- date of last attendance at the assessment centre;



- data included in the reports drawn up by the assessment centre: surname, first name and data relating to candidates' skills and personal characteristics, following the tests and situational exercises carried out at the centre in question.
- data concerning results of the assessment of candidates' suitability and performance at the interviews: the personal data contained in the evaluation grids, selection reports and final evaluation results (as agreed by selection panels).

#### **4. For what purpose do we handle your personal data?**

Processing of data relating to the organisation and conduct of selection procedures by the General Secretariat of the Council (GSC) for the filling of permanent posts, including: the organisation and conduct of selection procedures with a view to recruiting officials to permanent posts: recruitment from EPSO reserve lists or internal competitions; internal and interinstitutional mobility. This includes the collection and evaluation of applications in response to a vacancy notice or a call for expressions of interest, with a view to the selection of officials.

As regards the use of external assessment centres (ACs): to provide professional support during selection procedures for management posts, to ensure extensive testing of general and managerial competencies and to make the results available to the Advisory Selection Committee for consideration.

*Further purposes:*

HR analytics and reporting in accordance with Decision 52/2022 on centralised Human Resources analytics and reporting services at the General Secretariat of the Council and the establishment of a data warehouse.

#### **5. What is the legal basis for the handling of your personal data?**

- Article 5(1)(a) of Regulation (EU) 2018/1725: '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';



- Article 10(2)(b) and (h) of Regulation (EU) 2018/1725, for health data: ‘the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law while it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject’; the processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3
- Article 10(2)(a) of Regulation (EU) 2018/1725 – the external candidates for management posts give consent to the processing of their health data when requesting to provide reasonable accommodation arrangements;
- Article 4, Article 7(1) and Articles 27 to 34 of the Staff Regulations of Officials of the European Union;
- Decision No 36/2017 of the Secretary-General of the Council of the European Union on mobility in the General Secretariat of the Council;
- Decision No 31/2021 of the Secretary-General on recruitment policy and procedures within the General Secretariat of the Council;
- Staff Note 46/12 – Agreement on internal competitions and eligibility for management functions.

**6. If the legal basis is consent, you can withdraw it by:**

Writing to the Head of the Staffing and Mobility Unit, using the address of the functional mailbox [staffing.mobility@consilium.europa.eu](mailto:staffing.mobility@consilium.europa.eu), and notifying your decision to withdraw your consent to the processing of your personal data.

**7. If the legal basis is a contract, are you obliged to provide us with your personal data and what are the consequences of not doing so?**

Not applicable.



**8. If we did not receive the personal data directly from you for this purpose, how did we obtain it?**

Certain data is obtained from the HR databases of the General Secretariat of Council.

**9. Who are the recipients of your personal data?**

A limited and defined number of GSC staff within Staffing and Mobility Unit are involved in the processing of personal data, in accordance with the need-to-know principle as well as Advisory Selection Committees, authorised members of the GSC Directorates-General for posts within their remits, the hierarchy of the SoO Office, the administrative assistants of the recruiting service, the Appointing Authority, members of the selection panel - the representatives of the HRD and of the Staff Committee in the selections.

**In the context of selection procedures for management posts:**

- designated staff of the assessment centre service provider;
- recipients of the reports drawn up by the assessment centre: the Appointing Authority, the members of the Advisory Selection Committee appointed by the Appointing Authority for the selection in question, the Director of ORG.1, the Director-General of ORG, the Secretary-General;
- recipients of identification data or CVs when directors-general are appointed by the Council: members of the GSC departments involved in the appointment process and the publication of press releases, as well as the limited staff in the Notifications and Official Acts Office, permanent representatives;
- recipients of the CVs of candidates appointed to management positions: Staff Development Unit.

**In addition:**

- recipients of the data of external candidates invited for an interview: ORG.5 Security Accreditation and ORG.2 Ushers;



- recipients of certain administrative data of the selected candidates, necessary for the follow-up of the procedure: members of ORG.1 and, where applicable, ORG.5 Security Clearances;
- the Diversity and Inclusion Office (ORG.1.DI), in cases where there are circumstances that might cause difficulties for the candidate during the interview or during tests that form part of the interview, with the aim of adapting the selection procedure or of making reasonable accommodation where necessary;
- if necessary, the Legal Advisers to the Administration, and the Council Legal Service.

**10. Will your personal data be transferred to a third country or an international organisation?  
If so, what safeguards are in place, if any?**

Not applicable.

**11. For how long will we keep your personal data?**

CVs are kept for three years from the end of the selection procedure, provided that no candidate has initiated administrative or judicial proceedings in respect of the selection procedure in question. In the event of administrative or judicial proceedings taking place, the data will be destroyed at the end of the appeal period.

All other documents used in the selection procedure, including evaluation grids, selection reports and official correspondence with candidates, are kept for three years from the end of the selection procedure.

Personal data handled by members of the selection panel - the representatives of the HRD and of the Staff Committee in the selections as well as administrative assistants is retained until the end of the selection procedure.

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All documents used in the selection procedure, including evaluation grids, selection reports, and official correspondence with candidates, are kept for three years from the end of the selection procedure, provided that no candidate has initiated administrative or judicial proceedings in respect of the selection procedure in question. In the event of administrative or judicial proceedings taking place, the data will be destroyed at the end of the appeal period. Assessment centre reports prepared by external consultants are kept for two years from the date of the report, and then destroyed (in the GSC and by the Assessment Centre service provider). Personal data handled by members of the Advisory Selection Committee is retained until the end of the selection procedure.

**12. Does the handling of your personal data involve automated decision-making, including profiling? What are the consequences for you?**

Not applicable.

**13. What are your rights<sup>2</sup> and how can you exercise them?**

You have the right of information and the right of access to your personal data.

You also have the right to correct and complete your data.

Under certain circumstances, you may have the right to obtain the erasure of your personal data, or the right to object to the handling of your personal data or to ask for it to be restricted.

You can exercise these rights by sending an email to the person responsible for the handling of your personal data (see point 1), with the Data Protection Officer (see point 2) in copy.

Together with your request, you must provide a copy of an identification document to confirm your identity (ID card or passport). This document should contain an identification number, country of issue, period of validity, your name, your address and your date of birth. Any other data contained in the copy of the identification document such as a photo or any personal characteristics may be blacked out.

*(Not applicable to GSC staff)*

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<sup>2</sup> Articles 17 to 22 of Regulation (EU) 2018/1725.



**14. Could your rights be restricted under Art. 25 of the Regulation (EU) 2018/1725?**

Not applicable.

**15. You have the right to lodge a complaint with the European Data Protection Supervisor**

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

Before you do so, it is recommended that you first try to obtain a remedy by contacting the person responsible for the handling of your personal data at the GSC (see point 1) and/or the Data Protection Officer (see point 2).

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