

Privacy Statement Personnel Files

1. For what purpose do we handle your personal data?

The personal data the EUISS processes is needed in order to establish the statutory and financial rights and obligations of EUISS staff members (all categories: Contract Staff, Temporary Staff, Seconded Experts and Trainees) deriving from their employment contracts with the EUISS and the application of the relevant employment rules throughout the period of employment, from the effective recruitment, career evolution and up to the end of contract or retirement.

2. Who is responsible at the EUISS for the handling of your personal data?

The Head of Administration and Personnel of the EUISS.

3. What is the legal basis for the handling of your personal data?

The legal basis of the processing operation are:

- the EUISS Staff Regulations (Council Decision 2016/1182/CFSP of 18 July 2016 concerning the Staff Regulations of the European Union Institute for Security Studies);
- the EUISS Decision 32 of 5 October 2018 concerning the EUISS recruitment procedure;
- the EUISS Decision 31 of 5 October 2018 concerning the implementing rules on the conditions of employment of temporary staff;
- the EUISS Board Decision D01/2015 of 13 May 2015 concerning the rules applicable to national and EU experts on secondment to the EUISS;
- the Rules governing the traineeship programme at the EUISS (Decision EUISS (2020)/DEC/06).

4. What categories of personal data do we handle?

Depending on each staff member's status and individual profile, the categories of data collected and used for the processing operations may include the following:

- Surname, first name, date of birth, gender;
- Contact details (postal address, private telephone number, private e-mail address, details of contact person in case of emergency);
- Data extracted from the application file (CV and motivation letter);



- Supporting documents confirming they fulfil the eligibility and selection criteria laid down in the vacancy notice, i.e. nationality, education record, employment record, military/civil service record, extract of police/judicial record;
- Financial information (Financial Identification Form) – for all payments;
- Place of recruitment and/or place of origin;
- “Apt for duty” certificate issued in the context of the pre-employment medical visit (not applicable to SEs and Trainees);
- Documents relating to the family composition (Contract Staff only) i.e. marital status, identity, employment status and level of remuneration of spouse or registered partner, identity and age of children (birth certificates), school registration and possible relating fees;
- Initial employment contract and job description and all subsequent documents relating to the career evolution (end of probationary period report, yearly evaluation reports, promotion decisions, contract extensions and/or modifications);
- Documents linked to specific entitlements and payments (installation allowance, removal expenses, travel costs at the beginning and end of employment, home leave, special leave and sick leave - medical certificates with no indication of the medical diagnosis);
- Documents linked to pension entitlements (transfers in and/or out, voluntary payment of additional pension rights, calculation and payment of a leaving allowance);
- Documents linked to the registration with the French Social Security, Cigna (EUISS’ private health insurer), the French or Belgian Protocol Services (special ID cards) or Commission’s EU *Laissez-Passer* Services (issuance of EU *Laissez-Passer*);
- Proof of health insurance coverage (Trainees only);
- Documents linked to additional official training completed after recruitment (training certificates);
- Part-time work arrangements;
- Documents linked to administrative complaints and appeals;
- Disciplinary decisions and measures;
- Any other supporting document on situation or fact having an impact on the employment and financial rights and obligations of staff members or necessary for their management.

5. Who will have access to your personal data?

Depending on the type of documents, the following will have access to it:

All documents: the Head Administration and Personnel, the HR Coordinator and, on a need to know basis, the Director.

Documents and data linked to financial entitlements and payments: the Financial Officer and the Financial Clerk;

Outside the EUISS, specific data may be shared with the French Social Security/ URSSAF, the EUISS’ private health insurer (Cigna), the EUISS’ authorised medical centre and doctor, the French or Belgian Protocol Services of the Ministries of Foreign Affairs, the



International Service on Remunerations and Pensions (ISRP). For these, we invite you to consult the specific records and relating notices.

6. For how long will we keep your personal data?

Personnel files will be kept complete for the duration of employment and for an additional period of 2 years after the termination of employment, to ensure that you or other right holders may exercise their rights and all pending legal proceedings requiring access to documents can be closed.

When the above 2 years period is completed, only information on the name and surname of each agent, their title, career evolution (grades/steps) and the duration of their employment are kept for further 30 years for certification purposes.

7. How do we protect and safeguard your personal data?

In order to protect your personal data, a number of technical and organisational measures have been put in place.

Personnel files are stored both electronically and physically.

The EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.

The physical personnel files are stored in locked cupboards with restricted access in the HR Coordinator's office.

Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

When personal data needs to be shared with third parties (French Social Security/URSSAF, Cigna, French or Belgian Protocol Services, the ISRP, the EU Laissez-Passer Service, the External Medical Centre), it is protected by recognised legal obligations and data protection constraints and procedures equivalent to the EUISS' (State Departments and Services) and/or ad hoc clauses of the contracts or MoU signed with them.

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

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

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

You can exercise your rights by contacting directly the person responsible for handling your data (please use the contact form selecting as subject *Human Resources*: <https://www.iss.europa.eu/contact>).



Should you not be satisfied with the response received, you then can contact the Data Protection Officer of the EUISS (please use the contact form selecting as subject *Data Protection*: <https://www.iss.europa.eu/contact>).

Should you still consider that your data is processed by the EUISS unlawfully, you have the right to lodge a complaint with the European Data Protection Supervisor ([link](#))



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