

PRIVACY STATEMENT

Selection and recruitment of temporary agents (TA), contract agents (CA), seconded national experts (SNE) and interim staff and trainees

1. Introduction

This privacy statement describes the measures taken to protect your personal data with regard to the data processing operations in the context of the recruitment of staff, SNEs and trainees. It describes the rights you have as a data subject and how you can exercise these rights.

Regulation (EU) 2018/1725 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 (hereinafter "the Regulation") applies to the processing of personal data carried out by the Innovative Medicines Initiative 2 Joint Undertaking ("IMI2 JU").

The IMI2 JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

2. Controller of the processing operation

Innovative Medicines Initiative 2 Joint Undertaking
Legal representative: Mr Pierre Meulien, Executive Director
White Atrium Building – 6th Floor
56-60 Avenue de la Toison d'Or
1060 St Gilles
Brussels
www.imi.europa.eu

Joint Controller: European Commission, in particular the DG Human Resources and Security and the Office for Administration and Payment of Individual Entitlements (PMO)

3. Purpose of the processing

Data are processed for organising the selection and recruitment procedures for TA, CA, SNE, interim staff and trainees at the IMI2 JU.

4. Data subjects

Data from candidates applying for open vacancies, in particular:

- Candidates applying for open IMI2 JU vacancies (TA, CA, and SNE);
- Trainees;
- Interim staff selected via an external contractor.

5. Categories of personal data collected and used for the relevant processing operations, including special categories of data

- Data allowing the candidates' identification: Name, Surname, Nationality, Date and Place of birth, e-mail, telephone and fax number, address;
- Information provided by the candidate allowing the assessment of compliance with the prescribed selection criteria listed in the vacancy notice, in particular curriculum vitae in European CV format and motivation letter;
- Supporting documents confirming academic and professional data (i.e.: copies of diplomas, year of acquisition, field of studies, proof of professional experience, language competencies);
- If applicable, results of the pre-selection or written/oral tests and assessment centre.

Special categories of data: data related to health (in particular medical certificates) and data regarding criminal records. The analysis of those documents are carried out on a case-by-case basis so that only relevant data are processed in the light of Staff Regulation requirements.

6. Recipients of the data

Under regular circumstances, the recipients are:

- The appointed selection committee;
- IMI2 JU Human Resources staff;
- The IMI2 JU Executive Director, as the authority empowered to conclude contracts of employment;
- The IMI2 JU DPO (only for the purposes of replying to access requests or other consultations on data protection aspects from IMI2 JU HR staff);
- Regarding interim staff, the proposed CVs are forwarded by interim agencies under a framework contract to IMI2 JU HR staff in order to find the best-suited candidate;
- The European Commission (PMO), for the determination of rights prior to entry into service;
- Relevant services in DG HR and SECURITY in charge with the provision of badges allowing access to EU Buildings and in charge of the creation of an IT account.

The IMI2 JU does not undertake any regular or routine transfers. In very specific cases, data may be disclosed to the security services of other European Institutions or to security, judicial, or law enforcement authorities of EU Member States, only for the purpose of ongoing inquiries or to investigate or prosecute criminal offences. Such transfers shall only be carried out on explicit request.

7. Transfer to a third country or an international organisation

The IMI2 JU has no intention of transferring the personal data to third countries or to international organisations.

8. Rights of data subjects

Data subjects have the right to access their personal data, and the right to rectify any inaccurate or incomplete personal data, as well as to request the erasure of their personal data, restriction of processing, object to the processing and the right to data portability.

Without undue delay and in any case within one month of receipt of the request, the IMI2 JU will provide information on action taken on the data subject's request to exercise her/his rights. In case of complex or voluminous requests, this period may be extended by another two months, in which case the IMI2 JU will inform the data subject.

However, the applicant can rectify data relating to admissibility criteria only until the closing date for submitting applications. Should the applicant have any queries concerning the processing of his/her personal data, (s)he shall address them to vacancies@imi.europa.eu

9. Time limit for storing data

Personal data will not be kept for longer than necessary, for the purpose for which they were collected or further processed.

Application data will be stored for different periods depending on the outcome of each application:

- Recruited candidates (TA, CA and SNE positions): 10 years as of the termination of employment and/or after the extinction of all rights of the person concerned and of any dependants.
- Non-recruited candidates (TA, CA and SNE applicants), irrespective of whether or not they have been invited to take written and/or oral tests: 2 years following the recruitment procedure is terminated or the establishment of the reserve list by the selection committee.
- Candidates placed on a reserve list: 2 years following expiry of the relevant reserve list.

- Interim staff: the data are kept only for the duration of the mission (normally six months).
- Trainees: the data are kept only for the duration of the mission (maximum six months).
- Spontaneous applications: personal data (i.e.: CV) are not kept and are destroyed automatically within seven days.
- In case of appeal, until the termination of all appeals.

10. Legal basis for the processing operation

Processing of personal data is necessary (i) for the performance of a task carried out in the public interest and (ii) for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The IMI2 JU's public interest tasks with relevance for the data processing are set out in:

- Regulation 557/2014 establishing the IMI2 JU, in particular Articles 6, 7 and 10; and Article 10 of the IMI2 JU Statutes.
- EU Staff Regulation, in particular Articles 12-15 and 82-84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS).
- Service Level Agreements signed between the IMI2 JU and the European Commission (DG HR) and the PMO
- IMI2 JU Implementing Rules:
 - a) For TA: IMI2 JU Governing Board (GB) Decision N° IMI2-GB-DEC-2016-05 of 19 April 2016 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.
 - b) For CA: IMI2 JU Governing Board (GB) Decision N° IMI2-GB-DEC-20120-04 of 30 January 2020 laying down general implementing provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof.
 - c) For Trainees: GB No IMI2-GB-DEC-2015-39 of 25 November 2015 laying down the IMI2 JU rules on the use of trainees.
 - d) For the SNE: GB Decision No IMI2-GB-DEC-2016-18 of 23 June 2016 on the Secondment of National Experts to the Innovative Medicines Initiative 2 Joint Undertaking.
 - e) Interim Staff: The IMI2 JU resorts to framework contracts signed with external service providers, which contain appropriate data protection clauses.

Derogation to process special categories of data:

- a) health data: Article 10(2)(b) Regulation 2018/1725 (processing necessary for exercising specific controller rights/obligations under employment, social security or social protection law).
- b) criminal records: Article 11 Regulation 2018/1725 (processing under control of official authority or when the processing is authorised by Union law, in particular Article 137(3) of the EU Financial Regulation).

11. Contact DPO

In case you have any questions or queries concerning data protection at the IMI2 JU, you can contact the Data Protection Officer at Data-Protection@imi.europa.eu

12. Complaints to the EDPS

As a data subject you have the right to lodge a complaint at any time with the European Data Protection Supervisor at edps@edps.europa.eu