



Privacy statement for selected candidates for a Temporary Agent or Contract Agent engagement within the BBI JU

1. Context and Controller

Within the framework of the recruitment of temporary agents and contract agents by the BBI JU, all data provided by the selected candidates are dealt in compliance 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. In accordance to Article 11 and 12 of the Regulation, the BBI JU hereby provides the following information on the use of the personal data provided by the selected candidates in this context:

Controller identity:

BIO-BASED INDUSTRIES JOINT UNDERTAKING (BBI JU)

Organisational part of the BBI JU entrusted with the processing of the personal data:

BBI JU Finance and Administration Unit – HR Manager

Purpose of the processing:

To recruit temporary agents and contract agents within the BBI JU and to comply with Staff Regulations and Conditions of Employment of Other Servants (CEOS) as well as the implementing rules of selection and recruitment of the indicated staff.

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



The selected candidates are free to give data on a voluntary basis. Failure to provide compulsory data as requested in article 12 and 82 of the CEOS may conclude to non-recruitment.

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.

Recipient of the data processed

- Staff of the BBI JU in charge of Human Resources;
- Appointing Authority (Executive Director of the BBI JU or Delegate);
- PMO in the context of the Service Level Agreement signed with them.
- If appropriate, access will also be provided to the EC Court of Auditors, the European Ombudsman, the Civil service Tribunal, the European Anti-Fraud Office and the European Data Protection Supervisor.

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

Access

In case you wish to access your personal information, you can contact the [BBI JU Data Protection Officer](#).

You may make a request to access the BBI 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

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 BBI 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".

4. How long do we keep your personal data?

Recruitment files of successful candidates are stored for a period of 7 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.

5. Legal basis

- CEOS Articles 2, 12, 82 and 86.
- General implementing provisions on the procedures governing the engagement and the use of contract staff at the BBI JU;



- General implementing provisions on the procedure governing the engagement and the use of Temporary agents at the BBI JU.
- Decision of the Governing Board of the Bio-based Industries Joint Undertaking laying down the rules on the secondment of national experts to the BBI JU

6. Contact information

For any questions related to your rights, feel free to contact the Data Controller through the email HR@BBI.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 BBI 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:

Address:

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