

## Note on the processing of personal data in the electronic tool supporting the EFSA Talent Management project - Phase 1

The selection of EFSA staff and experts is supported by an electronic tool based on Oracle technology ('Oracle Fusion Human Capital Management (HCM)', including also a recruitment module formerly known as 'Taleo'). Any processing of personal data by means of this electronic tool shall be compliant with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

In application of Article 11 and 12 of the Regulation, the following information is provided:

### **Purpose:**

The purpose of collecting and processing personal information by means of the electronic tool in the context of the EFSA Talent Management project – Phase 1 is:

- To support recruitment procedures of EFSA for statutory staff, seconded experts and young professionals ;
- To support the selection of external experts for the EFSA Scientific Committee and Panels, working groups and hearing experts ;
- To support the management of staff competencies based on their individual profiles and to facilitate the staff workforce monitoring through system support for updating the EFSA staff allocation table.

### **Controller:**

The Head of Department Resources and Support (RESU) is the controller of the data processing in the context of the EFSA Talent Management project, including the use of the electronic tool. Data processing by means of the tool is mainly entrusted to the Human Capital Unit (HUCAP).

### **Categories of personal data processed:**

The personal data processed by means of the electronic tool are:

- Data input by the users, including the application of candidates in the context of recruitment and selection procedures ;
- Evaluation data input in the system throughout the recruitment and selection procedures ;
- Information on the competence profiles of staff and experts contained in the tool.

### **Recipients of personal data:**

The access to personal information is managed on a 'need-to-know basis' by means of role-based access control and account management of the electronic tool ('*Access Management procedure for the Talent Management Solution*'). This procedure aims at ensuring that the information is only disclosed to authorised recipients. For the competence profiles of staff and experts, the access to the tool is limited to the data subject (employee, expert), the data subject's line managers and the HUCAP staff in charge.

### **Data subjects' right of access and related rights:**

Data subjects can exercise their rights of access and rectification by means of password authentication in the tool. Candidates in staff recruitment and expert selection procedures are able to edit their application until the procedure closing date. Users can update their personal profile at any time.

### **Data retention:**

Personal information collected in the tool serves the overall objectives of the EFSA Talent Management which is to attract, to retain and to develop talented and engaged human resources.

- Profile information:

The personal profile information of users in the electronic tool is maintained to facilitate their preparation of any future applications for recruitment or selection at EFSA. EFSA will carry out periodical screenings and delete inactive profiles on a 5-years basis.

- Application specific information:

Application specific data related to recruited staff and appointed experts are stored until 5 years after the termination of their appointment.

### **More information on personal data processing:**

More information on the processing of personal data in the context of staff recruitment and experts selection at EFSA, especially concerning authorised recipients of data, data subjects' rights and data retention, is available in specific notices:

- Data protection notice concerning EFSA staff recruitment:  
<http://www.efsa.europa.eu/sites/default/files/assets/dataprotection.pdf>
- Decision of the Executive Director concerning the selection of members of the Scientific Committee, the Scientific Panels and the selection of external experts to assist EFSA with its scientific work, Article 15, processing of personal data  
([https://www.efsa.europa.eu/sites/default/files/corporate\\_publications/files/expertselection.pdf](https://www.efsa.europa.eu/sites/default/files/corporate_publications/files/expertselection.pdf))

**Recourse:**

Data subjects have a right to recourse at any time to the European Data Protection Supervisor concerning the processing of their personal data ([www.edps.europa.eu](http://www.edps.europa.eu)).