

## **Data protection Note**

Frontex ensures that applicants' personal data are processed in accordance with Regulation (EC) No 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 Community institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8).

The legal basis for the selection procedures consists for the Temporary Agents and Contract Agents in the Conditions of Employment of Other Servants of the European Communities<sup>1</sup> and, for the Seconded National Experts, in Frontex' Management Board decision 22/2009 of 25 June 2009<sup>2</sup>.

The purpose of processing personal data is to enable selection procedures.

The selection procedure is conducted under the responsibility of the Human Resources Sector of the Administrative Services Unit, within the Administration Division (HR Sector). The controller for personal data protection purposes is the Head of HR Sector.

The information provided by the applicants will be accessible to a strictly limited number of staff members of the HR Sector, to the Selection Committee, and, if necessary, to the Legal Affairs Unit.

Almost all fields in the application form are mandatory; the answers provided by the applicants in the fields marked as optional will not be taken into account to assess their merits.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- for applications received but not selected: the paper dossiers are filed and stored in archives for **2 years**;
- for applicants placed on a reserve list but not recruited: data are kept for **the period of validity of the reserve list + 1 year**

All applicants may exercise their right of access to and right to rectify personal data. In the case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of candidatures' submission.

Substantiated requests should be e-mailed to the HR Sector at [hr@frontex.europa.eu](mailto:hr@frontex.europa.eu)

Applicants may have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

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<sup>1</sup> CEOS, in particular the provisions governing conditions of engagement in Title II, Chapter 3 and Title IV, Chapter 3.

<sup>2</sup> Management Board Decision No 22/2009 of 25 June 2009 laying down rules on the secondment of national experts (SNE) to Frontex, in particular Article 3.