



PRIVACY STATEMENT

Processing of personal data in the context of recruitment and selection of staff

1. Introduction

The protection of your personal data is of high importance to the Smart Networks and Services Joint Undertaking (SNS JU). SNS JU is committed to respecting and protecting your personal data and ensuring your rights as a data subject.

All personal data processed in the framework of recruitment and selection procedures are handled fairly, lawfully and with due care.

This processing operation is subject to Regulation (EU) 2018/1725. The present privacy statement is provided pursuant to Articles 15 and 16 of that Regulation.

2. Controller

The controller for this processing operation is:

Smart Networks and Services Joint Undertaking (SNS JU)

Avenue de la Toison d'Or 56-60

1060 Brussels, Belgium

Email: data-protection@sns-ju.eu

SNS JU has appointed a Data Protection Officer (DPO), who can be contacted at the same address.

3. Purpose of the processing

Personal data are processed for:

receiving and processing applications following publication of vacancy notices

- organising and managing selection procedures
- evaluating and comparing candidates
- establishing reserve lists of suitable candidates
- recruitment and appointment of selected candidates
- communication with candidates

In addition, SNS JU may share reserve lists of suitable candidates with other EU Agencies and Joint Undertakings in the framework of the EU Agencies Network (EUAN) Memorandum of Understanding, subject to:

- the conditions set out in the relevant vacancy notice, and
- the explicit consent of the data subject.

4. Categories of data subjects

The processing concerns:

- applicants to SNS JU vacancies (TA, CA, interim staff, trainees)
- candidates included in reserve lists
- spontaneous applicants where applicable
- candidates whose data are shared between EU Agencies and Joint Undertakings

5. Personal data processed and legal basis

Personal data processed

SNS JU processes the following categories of personal data:

- personal details and identification data
- personal characteristics
- education and qualifications
- curriculum vitae (CV)
- application documents
- results of the selection process

In specific cases, additional supporting documents may be required (e.g. certificates, declarations).

Special categories of data may be processed where necessary, including:

- health data
- data relating to criminal records

in accordance with applicable legal provisions.

Legal basis

Processing is based on:

- Article 5(1)(a) and (c) of Regulation (EU) 2018/1725 (task carried out in the public interest and compliance with legal obligations)

and in particular on:

- Council Regulation (EU) 2021/2085 establishing SNS JU
- EU Staff Regulations and Conditions of Employment of Other Servants (CEOS)
- Service Level Agreements with the European Commission (DG HR and PMO)
- SNS JU implementing rules adopted by the Governing Board

For the sharing of reserve lists:

- Article 5(1)(d) of Regulation (EU) 2018/1725 (consent of the data subject)

Processing of special categories of data is carried out in accordance with:

- Article 10(2)(b) of Regulation (EU) 2018/1725 (employment-related obligations)
- Article 11 of Regulation (EU) 2018/1725 (data relating to offences)

6. Source of the data

Personal data are:

- provided directly by candidates
- generated during the selection procedure
- obtained from other EU Agencies and Joint Undertakings in the context of reserve list sharing
- provided by competent services (e.g. PMO, DG HR) where necessary

7. Recipients of the data

Access to personal data is granted on a need-to-know basis to:

- SNS JU Human Resources staff
- members of the selection committee
- the Executive Director (as appointing authority)
- the SNS JU Data Protection Officer (for data protection matters)
- European Commission services (DG HR, PMO)
- relevant services of DG HR and Security

In addition, personal data may be shared with:

- EU Agencies and Joint Undertakings participating in the EUAN Memorandum of Understanding on reserve lists, subject to:
 - prior explicit consent, and
 - case-by-case requests

In exceptional cases, data may be disclosed to:

- judicial, security or law enforcement authorities of EU Member States, upon duly justified request.

8. Transfers to third countries

In principle, personal data are processed within the European Economic Area (EEA).

Where transfers to third countries occur (e.g. when an applicant is located outside the EEA), they are carried out in compliance with Regulation (EU) 2018/1725.

9. Data retention

Personal data are retained as follows:

- Successful candidates: up to 10 years after termination of employment or extinction of all related rights
- Non-recruited candidates (TA/CA applicants): 2 years after closure of the selection procedure or establishment of the reserve list
- Candidates on reserve lists but not recruited: 2 years after expiry of the reserve list
- In case of appeals or legal proceedings: data may be retained for the duration necessary to fulfil legal obligations

At the end of the retention period, data are securely deleted.

10. Security measures

SNS JU implements appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including:

- secure IT systems and controlled access rights
- role-based access to data
- confidentiality obligations for staff and experts
- monitoring and protection of IT infrastructure

11. Rights of data subjects

Under Regulation (EU) 2018/1725, you have the right to:

- access your personal data
- rectify inaccurate or incomplete data
- request restriction of processing
- object to processing

Certain rights may be restricted where necessary to ensure the integrity of selection procedures, the confidentiality of deliberations of selection boards, or the protection of the rights of other candidates, in accordance with Article 25 of Regulation (EU) 2018/1725.

Requests can be addressed to: data-protection@sns-ju.eu

SNS JU will reply within one month, which may be extended in complex cases.

12. Complaints

If you consider that your rights have been infringed, you may contact the SNS JU DPO.

You also have the right to lodge a complaint with the European Data Protection Supervisor (EDPS):

European Data Protection Supervisor

Rue Wiertz 60

B-1047 Brussels

Email: edps@edps.europa.eu

13. Further information

The SNS JU public register of processing activities is available at:

<https://smart-networks.europa.eu/data-protection-declaration/>