

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Processing of personal data within the framework of the recruitment of temporary agents (TA), contractual agents (CA), trainees (recruited candidates)

Record reference: DPO-01-01

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1. Introduction

The protection of your privacy is of high importance to Global Health EDCTP3 Joint Undertaking (hereinafter referred to as Global Health EDCTP3 JU). Global Health EDCTP3 JU is committed to respecting and protecting your personal data and ensuring your privacy rights.

All data of a personal nature processed within the framework of the recruitment of temporary agents (TA), contractual agents (CA) and trainees (recruited candidates) in Global Health EDCTP3 JU, namely data that can identify you directly or indirectly, will be handled fairly, lawfully and with due care.

This processing operation is subject to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals regarding the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data. The information in this communication is given pursuant to Articles 15 and 16 of Regulation (EU) 2018/1725.

This Privacy statement provides detailed information on all types of data that can be processed within the framework of the recruitment of temporary agents (TA), contractual agents (CA) and trainees (recruited candidates).

2. Controller/ Joint controllers/Processors

The relevant processing operation is under the responsibility of the Executive Director of the Global Health EDCTP3 JU, acting as the Data Controller. Your personal data are processed based on applicable data protection legislation by Global Health EDCTP3 JU, Avenue de la Toison d'Or 56-60, 1060 Brussels, Belgium. The Global Health EDCTP3 JU can be contacted by post at following address TO 56, 1049 Brussels, Belgium or by email at hr@global-health-edctp3.europa.eu.

Global Health EDCTP3 JU has appointed a Data Protection Officer (DPO). The task of the DPO is to ensure, in an independent manner, that Global Health EDCTP3 JU complies with the data protection law and protects individuals' rights and freedoms by effectively protecting their personal data. The DPO of Global Health EDCTP3 JU can be contacted by post at following address TO 56, 1049 Brussels, Belgium or by email at data-protection@global-health-edctp3.europa.eu.

In addition to Global Health EDCTP3 JU, your personal data is processed by the European Commission in particular, the DG Human Resources and Security, which acts as a processor by supporting Global Health EDCTP3 JU in the provision of the recruitment IT corporate tool (Systal).

The EC's Office for Administration and Payment of individual Entitlements (PMO) acts as separate controller.

Finally, the EU Agencies and Joint Undertakings including Global Health EDCTP3 JU that signed a Memorandum of Understanding ('MoU') for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings, act as Joint Controllers.

3. Why and how do we process your personal data?

Your data is collected and processed for the purpose of organising the selection and recruitment procedures for TA, CA and trainees, receiving and processing applications following publication of a vacancy notice.

The data is collected directly from you when you apply for a position at Global Health EDCTP3 JU.

Additionally, Global Health EDCTP3 participates in MoU for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings. The parties of this MoU act as Joint Controllers for this particular purpose. Should you be placed on a reserve list of suitable candidates

following a selection procedure organised by Global Health EDCTP3, your personal data may be shared - subject to your explicit consent - with other EU Agencies or Joint Undertakings seeking to fill similar positions. This will allow you to be considered for additional job opportunities across multiple EU Agencies and Joint Undertakings, only if needed in the future. Your explicit consent will be sought each time another EU Agency or Joint Undertaking requests access to a Global Health EDCTP3 reserve list of suitable candidates.

For further details on how your data is processed from participating Agencies and Joint Undertakings, please refer to the [Data Protection Notice](#) for the processing of personal data when sharing reserve lists.

Your personal data will not be used for an automated decision-making, including profiling.

4. Categories of data subjects

This data processing is applicable to Candidates for TA, CA and trainee positions sending their application following publication of a Global Health EDCTP3 JU vacancy notice.

5. Which personal data do we collect and further process and on which legal grounds?

The Global Health EDCTP3 JU collects various categories of personal data:

- Personal details: such as, full name, email address, date of birth, nationality, copy of passport / ID, birth certificate, Visa (if required)
- Contact data: such as email address, telephone
- Professional data: such as, Curriculum vitae, profession / occupation, past professional experience, employment contracts, pay slips. Additionally, for non-salaried activities: tax returns, statements of fees from national bodies, other official supporting documents
- Application form containing all information provided by the candidate regarding eligibility and selection criteria applicable to the selection procedure
- Education qualifications-related data: such as, studies, copy of diploma(s)
- Personal characteristics: as provided by the candidate or assessed during the procedure
- Family and personal situation-related data: such as, family composition, marriage certificate, birth certificate(s) of children, declaration of spouse's/partner's professional income, declaration of family allowances received from other sources (if applicable)
- Financial and administrative data: such as, legal entity form, bank account information for reimbursement of travel expenses (if applicable) and for salary/allowances (if not already provided). This data is processed pursuant to Article 5.1(a) of Regulation (EU) 2018/1725, in furtherance of public interest.

In addition to standard categories of personal data, the Global Health EDCTP3 JU also processes special categories of personal data, where relevant. For instance, juridic data such as criminal records or sworn statements, if required and containing sensitive information, are processed under the authority of Article 11 of Regulation (EU) 2018/1725 (processing under control of official authority or when the processing is authorised by Union law).

For the processing of your personal data included in the list above (contact details, application, CV etc.) related to the sharing of reserve lists of suitable candidates among EU Agencies and Joint

Undertakings, Global Health EDCTP3 JU will rely on your consent pursuant to Art. 5(1)(d) of Regulation (EU) 2018/1725.

The necessity is foreseen by the following legal and administrative act:

- Council Regulation (EU) 2021/2085 establishing the Global Health EDCTP3 JU, in particular Articles 37, 38 and 43;
- 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 Global Health EDCTP3 JU and the European Commission (DG Human Resources). Additionally, the tool Systal has been purchased within a European Commission framework contract.
- Global Health EDCTP3 JU Implementing Rules for TA: Global Health EDCTP3 JU Governing Board decision n°7/2022 adopting 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 (CEOS);
- Global Health EDCTP3 JU Implementing Rules for CA: Global Health EDCTP3 JU Governing Board decision n°8/2022 adopting general 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.

By adhering to these frameworks, we ensure that all personal data is processed lawfully, transparently, and with respect to the rights and privacy of the individuals involved.

6. Who has access to your personal data and to whom is it disclosed?

6.1 Holders of access rights

The accessibility of personal data is strictly controlled based on the type of data and the purpose for which it is processed. Access to this data is granted solely on a need-to-know basis, ensuring that only authorized personnel within:

- Global Health EDCTP3 JU Executive Director
- Global Health EDCTP3 JU Legal and Data Protection Officer
- Global Health EDCTP3 JU Human Resources team
- Global Health EDCTP3 JU staff members appointed in the selection committee

This policy helps to protect the confidentiality and integrity of your data, minimizing the risk of unauthorized access.

6.2 Recipients of the data

In the framework described in this data protection notice your personal data may be disclosed to:

- European Commission and its services:
 - Directorate General for Human Resources and Security (DG HR)
 - Office for Administration and Payment of Individual Entitlement (PMO)
 - External evaluators or experts, including staff committee representatives, assisting the Global Health EDCTP3 JU, if appointed members of the selection committee, statutory staff of another JU, EU Institution or EDCTP Association, as per Global Health's recruitment policy.
- Global Health EDCTP3 JU Staff members:
 - Appointed members of the selection committee
 - Global Health EDCTP3 JU Executive Director (in case of a second interview)
 - Line Manager

- Data Protection Officer (only for the purposes of replying to access requests or other consultations on data protection aspects from the HR Service)
 - Human Resources team.
- EU Agencies and Joint Undertakings for the sharing of reserve lists of suitable candidates.

This policy helps to protect the confidentiality and integrity of your data, minimizing the risk of unauthorized access.

7. How long do we retain your personal data?

Personal data is retained for a period of 10 years from the from the end of the period worked by a recruited applicant. Special categories of personal data falling under Article 10 of the Regulation (e.g., health data) and Article 11 of the Regulation (juridic data), if communicated by the candidate (as mentioned above), are stored until the end of the selection process, then they are deleted.

For the sharing of reserve lists of suitable candidates, Global Health EDCTP3 JU shall store the shared reserve list and process the personal data contained therein for a period of two years. If candidates have accepted a job offer and being recruited by another Agency, Global Health EDCTP3 JU will promptly remove them from the reserve list.

8. How do we protect and safeguard your personal data?

The Global Health EDCTP3 JU implements the following technical and organisational measures to safeguard your personal data:

- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned
- Signature of absence of conflict of interest
- Obligation of confidentiality of the staff
- Data kept according to the security measures adopted by the JU
- Staff dealing with this processing operation is designated on a need-to-know basis.

9. Transfer to a third country or international organisation

The Global Health EDCTP3 JU processes your personal data within the European Economic Area (EEA) and does not transfer it to a third country or international organisation.

10. What are your rights and how to exercise them?

As 'data subject' you have, under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, specific rights. In particular:

- You have the right to request access to all personal data processed by us pertaining to you.
- You have the right to rectification, i.e., to ask that any personal data pertaining to you that are inaccurate, be corrected.
- You have the right to withdraw your consent for processing of your personal data.

- You have the right to erasure, i.e., to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined above in Heading 3.
- You have the right to restriction instead of deletion, i.e., to request that we limit the processing of your personal data.
- you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering a contract (as required by articles 14-16 & 24 of Regulation (EU) 2018/1725).

Pursuant to article 25 of the Regulation, the Decision of the Global Health EDCTP3 JU Governing Board decision n.18/2023 laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Global Health EDCTP3 JU.

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Global Health EDCTP3 JU's Data Protection Officer by post at the following address TO 56, 1049 Brussels or by email at data-protection@global-health-edctp3.europa.eu

The European Data Protection Supervisor (EDPS)

If you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Global Health EDCTP3 JU, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor
Rue Wiertz 60
B-1047 Brussels
BELGIUM

For more information on the EDPS, please consult their website: <https://www.edps.europa.eu>.

11. Where to find more detailed information?

The Global Health EDCTP3 JU's Data Protection Officer (DPO) publishes the Register of all processing operations on personal data by the Global Health EDCTP3 JU on the website. The Register can be found [here](#).

This specific processing operation has been included in the Global Health EDCTP3 JU Public Register with the following Record reference: DPO-01-01.