

## RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

### ► OPEN SELECTION PROCEDURE FOR THE APPOINTMENT OF EIOPA'S EXECUTIVE DIRECTOR

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#### General information

Introduction
EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) <sup>1</sup> .
Contact Details of Data Controller(s)
Petra Hielkema, Chair of EIOPA's Board of Supervisors. Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:Petra.hielkema@eiopa.europa.eu">Petra.hielkema@eiopa.europa.eu</a>
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany <a href="mailto:dpo@eiopa.europa.eu">dpo@eiopa.europa.eu</a>
Contact Details of Processor

<sup>1</sup> 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.

EIOPA's Team/Unit/Department responsible for the processing:  
 HR Unit

#### Description and Purpose of the Processing

Description of Processing
The purpose of processing personal data is the organisation and management of the open selection procedure for the appointment of the new Executive Director of EIOPA.
Purpose (s) of the processing
<input checked="" type="checkbox"/> Staff administration <input type="checkbox"/> Relations with external parties <input type="checkbox"/> Procurement and accounting <input type="checkbox"/> Administration of membership records <input type="checkbox"/> Auditing <input type="checkbox"/> Information administration <input type="checkbox"/> Other (please give details): .....
Lawfulness of Processing
<ul style="list-style-type: none"> <li>Legal Basis justifying the processing:             <ul style="list-style-type: none"> <li>Regulation (EU) No 1094/2010 establishing a European Supervisory Authority (European Insurance and Occupational Pensions Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/79/EC, and in particular article 51 thereof.</li> <li>Regulation (EEC) No 312 laying down the Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (CEOS), and in particular Articles 2(a) and 12-15 of the CEOS.</li> <li>EIOPA's BoS Note of 25 March 2025 on the open selection procedure for the appointment of the Executive Director (EIOPA-BoS-25-120)</li> </ul> </li> <li>Processing is necessary:             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> for the performance of a task carried out in the public interest</li> <li><input type="checkbox"/> for compliance with a legal obligation to which the Controller is subject</li> <li><input type="checkbox"/> for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</li> </ul> </li> </ul>

<input type="checkbox"/> in order to protect the vital interests of the data subject or of another natural person Or <input type="checkbox"/> Data subject has given his/her unambiguous, free, specific and informed consent
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## Data Subject's Rights

Information on how to exercise data subject's rights
<p>Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.</p> <p>Data subjects have the right to:</p> <ul style="list-style-type: none"> <li>• access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.</li> <li>• request the erasure of their personal data, as well as object to or obtain the restriction of their processing.</li> <li>• withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.</li> </ul> <p>For the protection of the data subjects' privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.</p> <p>Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact <a href="mailto:human.resources@eiopa.europa.eu">human.resources@eiopa.europa.eu</a> or <a href="mailto:DPO@eiopa.europa.eu">DPO@eiopa.europa.eu</a>.</p> <p><u>Complaint:</u></p> <p>Any complaint concerning the processing of the data subjects' personal data can be addressed to EIOPA's Data Protection Officer (<a href="mailto:DPO@eiopa.europa.eu">DPO@eiopa.europa.eu</a>). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (<a href="http://www.edps.europa.eu">www.edps.europa.eu</a>).</p> <p><u>Restrictions:</u></p> <p>Without prejudice to the above, rights might be restricted in accordance with EIOPA's decision on the restriction of data subject's rights (EIOPA-MB-19-056).</p>

## Categories of Data Subjects & Personal Data

Categories of Data Subjects

<input type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents <input type="checkbox"/> SNEs or trainees <input type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other) If selected, please specify: ..... <input type="checkbox"/> Providers of good or services <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Relatives and associates of data subjects <input checked="" type="checkbox"/> Other (please specify): <ul style="list-style-type: none"> <li>• Members of the selection committee established</li> <li>• Candidates applying for the position of Executive Director.</li> </ul>
Categories of personal data
<p><b>(a) General personal data:</b></p> <p>The personal data contains:</p> <input checked="" type="checkbox"/> Personal details (name, address etc) <input checked="" type="checkbox"/> Education & Training details <input checked="" type="checkbox"/> Employment details <input checked="" type="checkbox"/> Financial details <input type="checkbox"/> Family, lifestyle and social circumstances <input checked="" type="checkbox"/> Other (please give details): <ul style="list-style-type: none"> <li>• For <u>the composition and functioning of the Selection Committee</u> established for the selection of EIOPA's Executive Director             <ul style="list-style-type: none"> <li>- Personal data provided in the documents supporting the indication of interest by members of the BoS to act as a member of the Selection Committee (CV, motivation letter, other supporting document))</li> <li>- Personal data contained in the confidentiality and conflict of interests declarations signed by members of the Selection Committee as well as EIOPA staff members assisting the Selection Committee.</li> </ul> </li> <li>• <u>For the selection procedure of the Executive Director:</u> <ul style="list-style-type: none"> <li>- Personal data provided in candidates' applications (CV, motivation letter, supporting documents);</li> <li>- Report of the Selection Committee at the end of the pre-selection stage;</li> <li>- Reports originating from the assessment center;</li> <li>- Overall qualifications/performance assessment undertaken in the various steps of the selection procedure (pre-screening of applications, pre-selection</li> </ul> </li> </ul>

interviews, assessment center, interviews before the BoS and the European Parliament);

- Only with regard to the selected candidate:
  - Copies of proof of nationality, of diplomas required for admission to the selection and of statements of employment;
  - Bank account details, certificate of good conduct;
  - Additional information on health, possible convictions and conflict of interest might be also required.

**(b) Special categories of personal data**

The personal data reveals:

☐ Racial or ethnic origin

☐ Political opinions

☐ Religious or philosophical beliefs

☐ Trade union membership

☐ Genetic or Biometric data

☐ Data concerning health, sex life or sexual orientation

Only if the candidate voluntarily includes them in his/her application.

#### Categories of Recipients & Data Transfers

Recipient(s) of the data
<input type="checkbox"/> Managers of data subjects <input checked="" type="checkbox"/> Designated EIOPA staff members <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input type="checkbox"/> Healthcare practitioners <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations <input type="checkbox"/> External contractor: external Assessment Center <input checked="" type="checkbox"/> Other (please specify): <ul style="list-style-type: none"> <li>• The Selection Committee established for the selection of EIOPA's Executive Director;</li> <li>• EIOPA Board of Supervisors.</li> </ul>

Data transfer(s) and transmissions
<input checked="" type="checkbox"/> Other EU institutions/agencies/bodies <ul style="list-style-type: none"> <li>The European Parliament;</li> <li>If necessary: EU bodies: European Court of Justice, European Ombudsman, European Data Protection Supervisor, European Anti-Fraud Office (OLAF), Internal Audit Service of the European Commission, European Court of Auditors (upon request).</li> </ul>
<input checked="" type="checkbox"/> Other recipients within the EU (e.g. NCAs): external assessment center located within the EU
<input type="checkbox"/> To third countries If selected, please specify: ...N/A..... Whether suitable safeguards have been adopted: <ul style="list-style-type: none"> <li><input type="checkbox"/> Adequacy Decision of the European Commission<sup>2</sup></li> <li><input type="checkbox"/> Standard Contractual Clauses (SCC)</li> <li><input type="checkbox"/> Binding Corporate Rules (BCR)</li> <li><input type="checkbox"/> Administrative Arrangements between public Authorities (AA)</li> </ul>
<input type="checkbox"/> To international organisations If selected, please specify the organisation and whether suitable safeguards have been adopted: .....
Data subjects could obtain a copy of SCC, BCR or AA here: .....

## Automated Decision Making

Automated Decision-making, including profiling
A decision is taken in the context of this processing operation solely on the basis of automated means or profiling: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> No</li> <li><input type="checkbox"/> Yes</li> </ul> In case of an automated decision-making or profiling, please explain: .....

<sup>2</sup> Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions \(europa.eu\)](https://eudataprotection.eu/adequacy-decisions)

## Retention Period & Security Measures

Retention period
<p>How long will the data be retained?</p> <ul style="list-style-type: none"> <li>• Successful candidate: data of the appointed candidate (CV, motivation letter and declarations) will be stored in his/her personal file for a period of ten years following the termination of employment. Certificates of criminal record will be kept only for a period of two years after the signature of the employment contract</li> <li>• Candidates who have been added on the short-list at the end of the pre-selection stage: personal data are stored in a dedicated folder for a period of five years after the appointment of the Executive Director.</li> <li>• Unsuccessful candidates who have not been retained as short-listed candidates at the end of the pre-selection stage or have not been invited for the pre-selection interviews at the end of the pre-screening process or: data are kept until all appeal channels have been exhausted, including the time limits for appeal before the General Court of the European Union. Following that period they will be deleted from the dedicated folder.</li> <li>• Selection committee candidates and members: data are stored electronically and kept for a period of 5 years after the nomination of the Executive Director.</li> <li>• Reports of the Selection Committee are stored on EIOPA's main drive (ERIS) with limited access rights to the members of the Committee for a period of five years after the appointment of the ED.</li> <li>• Administration folder of the recruitment procedure: Data are stored electronically on EIOPA's main drive (ERIS) with limited access rights to designated EIOPA staff members and are kept for a period of five years after the appointment of the Executive Director. (The ERIS folder is a record of the recruitment procedure including, names of shortlisted candidates, marks received by candidates in the interview phase and results of recruitment procedure).</li> </ul>
<p>For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised:</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes</p>
Technical & organisational security measures taken
<p>Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section 'Description and Purpose of the Processing'.</p>