

PRIVACY STATEMENT RELATED TO THE OPEN SELECTION PROCEDURE FOR THE APPOINTMENT OF EIOPA'S EXECUTIVE DIRECTOR

► Introduction

1. The European Insurance and Occupational Pension authority (EIOPA) is committed to protecting individuals personal data in accordance with Regulation (EU) 2018/1725¹ (further referred as "the Regulation").
2. In line with Articles 15 and 16 of the Regulation, this privacy statement provides information to the data subjects relating to the processing of their personal data carried out by EIOPA.

► Purpose of the processing of personal data

3. 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.
4. Personal data collected will not be used for any purposes other than the performance of the activities specified above. Otherwise data subjects will be informed accordingly.

► Legal basis of the processing of personal data and/or contractual or other obligation imposing it

5. The legal basis for this processing operation are the following:
 - 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.
 - 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.
 - EIOPA's BoS Note of 25 March 2025 on the open selection procedure for the appointment of the Executive Director (EIOPA-BoS-25-120)

¹ 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, OJ L 295, 21.11.2018, p. 39–98.

6. In addition, in accordance with Article 5(1)(a) of the Regulation, the processing is lawful as it is necessary for the performance of a task carried out in the public interest, as the recruitment procedure is necessary for the management and functioning of the Agency.

► **Controller of the personal data processing**

7. The controller responsible for processing personal data is the Chair of EIOPA's Board of Supervisors.
8. Address and email address of the controller:
Westhafen Tower, Westhafenplatz 1, 60327 Frankfurt am Main, Germany
Petra.Hielkema@eiopa.europa.eu

► **Contact details of EIOPA's Data Protection Officer (DPO)**

9. Westhafenplatz 1, 60327 Frankfurt am Main, Germany
dpo@eiopa.europa.eu

► **Types of personal data collected**

10. The following data are processed for the composition and functioning of the Selection Committee established for the selection of EIOPA's Executive Director:
- 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))
 - 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.
11. The following personal data are processed in the context of the selection procedure of the Executive Director:
- Personal data provided in candidates' applications (CV, motivation letter, supporting documents);
 - Report of the Selection Committee at the end of the pre-selection stage;
 - Reports originating from the assessment centre;
 - Overall qualifications/performance assessment undertaken in the various steps of the selection procedure (pre-screening of applications, pre-selection 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.

► Recipients/processors of the personal data collected

12. The data are disclosed to the following recipients:

- The Selection Committee established for the selection of EIOPA's Executive Director;
- External assessment center;
- EIOPA Board of Supervisors;
- The European Parliament;
- Designated EIOPA staff members;
- 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).

► Retention period

13. The following retention periods shall apply:

- **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
- **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.
- **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.
- **Selection committee candidates and members:** data are stored electronically and kept for a period of 5 years after the nomination of the Executive Director.
- **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.
- **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).

14. In case of legal challenge, all the retention periods mentioned above shall be extended until 2 years after completion of all the relevant proceedings.

► **Transfer of personal data to a third country or international organisations**

15. No personal data will be transferred to a third country or international organisation.

► **Automated decision-making**

16. No automated decision-making including profiling is performed in the context of this processing operation.

► **What are the rights of the data subject?**

17. Data subjects have the right to 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. They also have the right to request the erasure of their personal data, as well as object to or obtain the restriction of their processing.
18. Restrictions of certain rights of the data subject may apply, in accordance with Article 25 of the Regulation.
19. 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.
20. Should the data subject wish to exercise any of the rights provided above, please contact the Human Resources Unit, Human.resources@eiopa.europa.eu or EIOPA's DPO (dpo@eiopa.europa.eu).

► **Who to contact in case of questions or complaints regarding data protection?**

21. Any questions or complaints concerning the processing of personal data may be addressed to the Data Controller for this processing activity (Petra.Hielkema@eiopa.europa.eu) or EIOPA's DPO (dpo@eiopa.europa.eu).
22. Alternatively, data subjects may have recourse to the **European Data Protection Supervisor** (www.edps.europa.eu) at any time, **as provided in Article 63 of the Regulation.**