EUROPEAN COMMISSION

European Climate, Infrastructure and Environment Executive Agency (CINEA)

Data Protection Notice

Processing of personal data in the framework of the joint inter-agency mobility

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation)[1], the European Climate, Infrastructure and Environment Executive Agency (hereafter CINEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

1. The **controller** of the processing operation is:

   The European Climate, Infrastructure and Environment Executive Agency (CINEA)
   Chaussée de Wavre 910, 1049 Brussels
   Unit CINEA.A4 – Communication, People & Workplace
   Person responsible for the processing: Head of Unit A.4
   Email: CINEA-HR-RECRUITMENT@ec.europa.eu

   The Executive Agencies participating in this type of selection act as joint controllers and are specified in the relevant vacancy notice.

2. The **purpose of the processing** is to receive applications and to evaluate, select and recruit contract and temporary agents for the positions available in CINEA in the framework of the inter-agency mobility exercise among the other Executive Agencies (EACEA, EISMEA, ERCEA, HaDEA and REA), in compliance with the requirements of the CEOS, implementing rules and available vacancy notice. This processing is intended to ensure compliance with all requirements and to facilitate the proper management of selection procedures conducted by CINEA, whether acting as the lead agency or as a participating agency in the joint inter-agency selection. The participating agencies will be clearly identified in the vacancy notice. The processing in the context of the inter-agency joint selections concerns only the selection phase until the establishment of reserve lists.

   The reserve lists are kept and managed by the lead agency and shared as appropriate with the participating agencies. The subsequent recruitment processes are managed by each agency and subject to own and specific data protection record and notice.

3. The **data subjects** consist of all individuals who submit applications for employment with the Agency in the context of the Inter-agency joint selection.

4. The **categories of personal data** collected and used for the processing operations are:

   - Personal data allowing identification of the candidate (e.g. ID card, passport, etc.);

[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 L295/39 of 21.11.2018).

Title, family name, first name, name at birth, date and place of birth, sex, number and number and validity date of identification document, email address, nationality/citizenship;

- Information provided by the candidate for contact purposes and to allow practical organisation of the selection;
  Address, postcode, city, country, telephone numbers, languages for correspondence, and special needs;
- Information provided by the candidate to allow reimbursement of their travel expenses (only in the case candidates have to travel to Brussels for the interview/written tests);

  Contribution form, copy of the identification document, legal entity form and financial identification form (with bank account number and bank details);
- Information contained in the CV and in the motivation letter. The level and type data depends on the amount of information that the candidate provides;
- Information concerning the assessment and interviews of the candidates;

  Outcome of EPSO CAST results, CV screening evaluation grids, written test evaluation grids, interview evaluation grids;
- Declaration of disability and request for special assistance Information can be given about any disability requiring individual measures to be taken enabling the data subject to take part in the selection interview.
- Medical clearance - conclusion of the Commission Medical Service on the pre-recruitment medical examination;

  CINEA does not request medical data or medical certificates from candidates, Contract Agents or Temporary Agents. No medical data in the strict sense is kept by the Agency. However, if candidates seek test environment adjustments or challenge the result of a selection, CINEA may ask for further details or a medical certificate to ensure equal treatment, with the Medical Service potentially overseeing necessary accommodations. If medical data is voluntarily submitted by candidates, CINEA will delete such information at the end of the selection;
- Reserve list with the names of candidates retained during a given selection procedure;
- Information on the members of the Selection Committee: name, surname, organization/Unit, email.

5. The **recipients** of the data on a "need to know" basis are:

   - Authorised staff in charge of recruitment and administration of the CINEA Human Resources Sector;
   - In the event of changes in the delegation of management of programmes between Executive Agencies (after their explicit consent on the transfer from one Agency to another) or in the case of joint selection and recruitment procedures among the Executive Agencies (EAs), the authorised staff in charge of recruitment and administration of the other EAs human resources sector for the data concerning candidates on reserve lists;
   - The members of the Selection Committee and the heads of the recruiting service;
   - The list of retained candidates might be shared with authorized persons in other CINEA Units should a similar post become vacant;
   - The Authority Empowered to Conclude Contracts of Employment (AHCC);

- Authorised staff of the Paymaster Office - PMO (e.g. salary slips preparation), the Medical Service (e.g. the pre-recruitment medical visit organisation) and DG HR for the issuing of service cards and management of accesses to the building[2];
- Authorised staff of the European Commission Directorate General for Human Resources and Security, Unit B.1, who may act as data processor whenever the EU-CV-Online is used for the selection on behalf of CINEA as manager of EU- CV-Online, the e-Recruitment tool used to process candidates' applications.

In case of audits or proceedings, etc., personal data may be provided to CINEA's Internal Controller, Data Protection Officer (DPO), Legal Affairs Sector, etc.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure, Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission, the Court of Auditors, the European Ombudsman, the European Data Protection Supervisor and the European Public Prosecutor's Office.

The transmission of data is limited to the information strictly necessary for the competent entity to perform its duties and will be processed solely for the intended purpose. All recipients are reminded of their obligation not to use the data for any purpose other than that for which it was originally transmitted.

6. **Data Subjects rights**:

- You have the right at any time to access, rectify or erase ('right to be forgotten') your personal data or to request for the restriction of its processing;
- You are also entitled to object to the processing of your personal data on grounds relating to your particular situation at any time unless CINEA demonstrates compelling and overriding legitimate grounds or in case of legal claims.

You can exercise your rights by sending an email with the requested change(s) to the controller via the functional mailbox indicated here-above in Section 1.

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

In any cases your data will be modified or removed accordingly and as soon as practicable (maximum within 15 working days).

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

However, in line with Article 25 of the Regulation, the data controller may restrict the rights of the data subjects based on the Decision of the Steering Committee (2020) 26 of 14/10/20 (OJEU L 45 on 9.2.2021, p. 80), in cases where such restriction constitutes a

[2] In line with the Service Level Agreements in place (Service Level Agreement between the services of the European Commission and CINEA from 08/05/2025, Ares ref. Ares(2025)3754679 and Service Level Agreement between the services of the European Commission and Innovation and Networks Executive Agency from 08/01/2018, Ares ref: Ares(2018)102092 with updated Appendix D from 13/07/2018, Ares ref: Ares(2018)3743704) only the necessary information is transferred to services of the European Commission) only the necessary information is transferred to services of the European Commission.

measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects, etc.

7. **How does CINEA protect and safeguard your data?**

Relevant organisational and technical measures are taken by the Agency to ensure the security of your personal data. Access to your data is restricted on an individual need to know basis and through User-ID and password and can be accessed via the authentication system. Your data resides on the servers of the European Commission (EC), which abide by strict security measures implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets. CINEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

The processing of your data will not include automated decision-making.

The personal data and all information collected is also stored on the servers of the processor, which have secured data management systems. The processor is bound by specific contractual clauses for any processing operations of your personal data on behalf of the data controller. The processor has put in place appropriate technical and organisational measures to ensure the required level of security.

For more information please consult their privacy statement:

- Privacy_statement.pdf

Your personal data will not be transferred to third countries or international organisations. To be noted that for this process no tracking tool will be used.

8. **The legal bases of the processing are**:

- Article 5(1)(a) and (b) of Regulation (EU) 2018/1725 because the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body laid down in Union law; and because the processing is necessary for compliance with a legal obligation to which the controller is subject laid down in Union law.
- Article 5(1)(d) of Regulation (EU) No 2018/1725, to the extent that processing of personal data is based on your consent.

For the purposes of Article 5(1)(a) of Regulation (EU) 2018/1725:

- Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, and repealing Implementing Decisions 2013/801/EU;
- Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries;
- Staff Regulations of officials and the Conditions of Employment of other servants of the European Union [Title I, Title III (Chapters 1 and 2)];

- Conditions of Employment of Other Servants of the European Union (CEOS) [Title I, Title II (Chapters 1 and 3), Title IV (Chapters 1, 3, 4 and 5)].
- Steering Committee Decision SC(2015)004 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS as regards executive agencies;
- Steering Committee Decision SC(2017)015 - Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.

9. The **time limits for keeping** the data:

CINEA applies the principles and retention periods indicated in the 2022 Common Retention List of the Commission[3]. Personal data are kept for 2 years after the closing of the reserve list. After this period, the personal data is eliminated.

10. **Contact information**

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the email address mentioned here above in Section 1.

You may contact at any time the Data Protection Officer of the Agency (CINEA-DPO@ec.europa.eu). You have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

[3] SEC (2022) 400 – ARES(2022)8801492 – 19/12/2022

Electronically signed on 08/07/2025 17:58 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121