

DATA PROTECTION NOTICE – Recruitment of staff & trainees DPO-1-01

Recruitment of staff & trainees involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This data protection notice explains how the Circular Bio-based Europe Joint Undertaking (here after referred to as CBE JU) uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

Circular Bio-based Europe Joint Undertaking protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on Article 15 of the Regulation.

What is the purpose of the processing?

- Evaluation, selection and recruitment of staff and trainees

Which personal data do we process?

Personal data:

- Location information
- Profession
- Education
- Family composition
- Personal details

Why do we process your personal data and under what legal basis?

Personal data:

- Public Interest Article 5 a) of Regulation 2018/1725
- Contractual obligation Article 5 c) of Regulation 2018/1725

Who is the controller and other actors involved in the processing?

Controller: The Circular Bio-based Europe Joint Undertaking, legally represented by Nicolo Giacomuzzi-Moore, Avenue Toison d'Or, 1060 Brussels

Processor(s) of personal data:

- Microsoft

Joint controller(s):

- PMO
- European Commission, in particular the DG Human Resources and Security and the Office for Administration and Payment of Individual Entitlements (PMO)

¹ Regulation (EU) N° 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 (“EUDPR”).

How is Circular Bio-based Europe Joint Undertaking processing the personal data?

See https://www.cbe.europa.eu/system/files?file=2022-04/CBEJU_legal_notice_2022.pdf for more information.

How do we protect and safeguard your information?

- Staff dealing with this processing operation is designated on a need-to-know basis
- Data kept according to the security measures adopted by the European Commission
- Obligation of confidentiality of the staff
- 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

Who can access to your personal data and to whom is it disclosed?

The following might have access to your personal data:

- External evaluators or experts assisting the JU: Appointed members of the selection committee
- European Commission and its services: PMO, DG Human Resources and Security
- Other: HR staff from the participates in the Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings
- Other EU Agencies or Joint Undertakings: CBE JU participates in the Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings. Should you be placed on a reserve list of suitable candidates following a selection procedure organised by CBE JU, your personal data may be shared - subject to your explicit consent - with other EU Agencies or Joint Undertakings seeking to fill similar positions, but only when this is clearly stated in the vacancy notice. 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 CBE JU reserve list of suitable candidates. For further details on how your data is processed from participating Agencies and Joint Undertakings, please refer to the Annex [Data Protection Notice for the processing of personal data when sharing reserve lists](#).

What are your rights and how can you exercise them?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, 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 into a contract (as required by articles 14-16 & 24 of EU DPR Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

In case data subjects wish to exercise their rights, they should send an email to the Circular Bio-based Europe Joint Undertaking Data Protection Officer at DPO@CBE.europa.eu.

How to withdraw your consent and the consequences of doing this

Data subjects have the right to withdraw their consent at any time by sending a written request to the above-mentioned email address. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

Possible restrictions as laid down in Article 25 of the EU DPR Regulation can apply.

How long is the data retained?

- 10 years after end of contract: Location information, Profession, Family composition, Personal details
- 10 years: Education

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the Circular Bio-based Europe Joint Undertaking at DPO@cbe.europa.eu, and
- HR at HR@cbe.europa.eu

In addition, 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://edps.europa.eu>

Additional information

More information on Data Protection at the Circular Bio-based Europe Joint Undertaking can be obtained in the Data Protection Register and in the privacy notices published in the Circular Bio-based Europe Joint Undertaking web site.