

This document provides an insight into how the information provided in the context of a recruitment panel is stored and processed.

Personal data are processed by the European Investment Fund ("EIF" or "**Controller**") in accordance with Regulation (EU) 2018/1725 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, as such regulation may be amended from time to time.

1. **Legal Basis**

EIF Statutes, Staff Rules and Staff Regulations, HR Manual of Procedures, SLA EIF – EIB, EIB Group "Guidelines on Internal Mobility and Promotions"

2. **Data Subjects**

Internal and external candidates

3. **Purpose**

Selection of candidates for vacancies of posts graded "C" (Head of Division) and higher. The process may be applied also to other vacancies, which comprise responsibility for staff.

4. **Data Categories**

Curricula vitae and similar data

5. **Data Recipients**

EIF HR, EIB PERS Staff to the extent involved in the system processing of EIF Staff matters, Panel members, Chief Executive and Deputy Chief Executive

6. **Data Retention Period**

Internal candidates: paper documents on internal applications are kept for five years following the closure of the selection in the view of possible grievance processes.

Motivation letters of candidates are kept in PeopleSoft for the entire period of employment of the applicants.

External candidates: on-line data is retained indefinitely for statistical purposes.

Personality tests: 18 months

3 years, electronic filing indefinitely, statistical data retained

7. **Rights of Data Subject**

- You have the right to obtain from the controller confirmation as to whether or not their personal data concerning are being processed, and, where that is the case, access their personal data by contacting the Controller ([info@eif.org](mailto:info@eif.org)) or through the EIF DPO ([dpo@eif.org](mailto:dpo@eif.org)) and they will receive a response without undue delay (**right of access**);
- You have the right to obtain from the controller without undue delay the rectification of any inaccurate personal data concerning them (**right to rectification**).
- You have the right to obtain from the controller the erasure of their personal data when they are no longer necessary in relation to the purposes for which they were collected (**right to erasure**);
- You have the right to obtain from the controller restriction of processing when (i) they contest the accuracy of their personal data, (ii) the processing is unlawful, (iii) the controller no longer needs the personal data for the purposes of the processing or (iv) they have objected

to processing, pending the verification whether the legitimate grounds of the controller override theirs (**right to restriction of processing**);

- You have the **right to object**, on grounds relating to their particular situation, when the processing of personal data is unlawful;
- You have the right to receive from the controller their personal data in a structured, commonly used and machine-readable format and transmit those data to another controller without hindrance from the controller to which the personal data have been provided (**right to data portability**);
- You may lodge a complaint to the European Data Protection Supervisor ([www.edps.europa.eu](http://www.edps.europa.eu)) at any time (**right to lodge a complaint**).