

EUROPEAN INVESTMENT FUND- Data Protection Statement –

EIF Recruitment Tools

1. Controller

This data protection statement provides information regarding the purpose of the processing carried out by Career Management Unit of the European Investment Fund hereafter, hereafter the “EIF” or “we” in the course of the management of recruitment tools.

In the course of this activity the processing of personal data does not involve the existence of automated decision-making, including profiling

2. Purpose of the processing

This data protection statement provides information regarding the purpose of the processing carried out by the EIF in the course of management of recruitment tools. The EIF performs tasks in the exercise of the authority vested to it in accordance with its Statutes.

The EIF processes your personal data as reasonably necessary so that it can conduct and manage the recruitment tools, in a reasonable and proper manner, in accordance with applicable laws and regulations. Personal data are processed in accordance with Regulation (EC) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereafter, the EU DPR).

Specifically, EIF processes the personal data for the below purpose(s) as described in the record: the online assessments tools are used to screen external candidates. They include aptitude test and personality questionnaire.

3. Legal Basis of the processing

The legal basis for the processing of personal data in the course of management of recruitment tools is: compliance with the EIF HR Manual of procedures.

4. Categories of data subjects

The following categories of individuals (data subjects) are/may be concerned by the processing under 2: external shortlisted candidates.

5. What personal data do we process?

EIF processes the following categories of personal data: name, contact information – email address- .

6. Where do we obtain your personal data?

We may obtain your personal data directly from you.

7. To whom is your data disclosed?

We may disclose personal data about you to the following recipients:

- EIF Career Management Unit
- EIF Hiring Manager upon request
- EIB Recruitment team upon request in case the applicants apply to EIB vacancies in the last 12 months

8. International Transfer

No transfers outside EU/EEA Your data are not transferred to entities established outside the EU or the European Economic Area.

9. How long do we keep your personal data?

Data retained for 3 years following the closure of the recruitment campaign under which the online assessment was completed.

10. What are your rights and how can you exercise them?

Your rights are set out in sections 3 to 5 of the EU DPR.

- You have the right to obtain from the controller confirmation as to whether or not your personal data are being processed, and, if so, to access your personal data by contacting the Controller or through the EIF DPO (**right of access**);
- You have the right to request the controller to rectify any inaccurate data and/or have incomplete personal data completed (**right for rectification**);
- You have the right to request the controller to erase your personal data as per Article 19 of the EU DPR (**right to be forgotten**);
- You have the right to request the controller to restrict the processing of your personal data in the following cases (**right to restriction of processing**):
 - (i) if you contest the accuracy of your data;
 - (ii) if the processing of the data is unlawful and you oppose to their erasure;
 - (iii) if the controller no longer needs the personal data referred to for the purposes of the processing but you require them for the establishment, exercise or defence of legal claims; or
 - (iv) if you have objected to the processing of your data and EIF seeks to establish whether the controller has legitimate grounds overriding yours right to restriction.
- You have the right to **object** to the processing of personal data, on grounds relating to your particular situation, unless EIF demonstrates compelling legitimate grounds for the processing or for the establishment, exercise or defence of legal claims;
- You have the right to receive your personal data from the EIF in a structured, commonly used and machine-readable format to allow you to transmit your data to another controller without hindrance from the EIF (**right to data portability**);
- When the legal basis of the processing is the consent, data subject has the right to withdraw his/her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal;
- You have the right to lodge a complaint with the European Data Protection Supervisor (www.edps.europa.eu) at any time (**right to lodge a complaint**).

11. Contact us

If you have any questions about our processing of your personal data, or wish to exercise any of the rights described above, please contact us: Recruitment@eif.org or the EIF's Data Protection Officer by email at dpo@EIF.org or at the following address:

Data Protection Officer

European Investment Fund

37B, avenue John F. Kennedy

L-2968 Luxembourg (Grand Duchy of Luxembourg)