

## DATA PROTECTION NOTICE

### on the recruitment of Temporary and Contract Agents

Last updated: 26 January 2026

As an EU Agency, Eurofound embraces the need to protect your personal data. We, therefore, undertake to process it, as data controller, with respect to the applicable law<sup>1</sup>.

If after reading this notice you still have questions on the processing of your data, please contact us at [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu). We will reply to you within one month.

#### Why do we need to process your data?

Your personal data is processed in order to assess the suitability of candidates for a post as Temporary or Contract Agent as well as to administrate the documentation related to the selection.

No automated decision is taken by Eurofound on any of its recruitment procedures.

#### What data do we need from you?

##### A. Pre-selection phase:

The following types of personal data are collected through our e-Recruitment system and further processed in relation to your application:

- Personal (identification and contact) details: name, surname, nationality, gender<sup>2</sup>, date of birth, email address, postal address, mobile phone number;
- Educational background, including knowledge of languages, training skills, etc.;
- Career history/work experience;
- Names of referees;

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<sup>1</sup> [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council 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](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725) (or the GDPR).

<sup>2</sup> Data related to gender and nationality might be processed, not only for identification purposes, but in order to ensure proper geographical and gender balance among the agency's staff and for statistical reporting.

- Certificates of proficiency in ICT software, when relevant;
- Level of knowledge of EU languages;
- Personal data related to the selection criteria set for each specific profile;
- Additional information relating to a physical disability (at the discretion of the candidate);
- Data on motivation (in a motivation letter that is compulsory); and
- Answers to numerical, verbal and abstract reasoning tests and personality assessments (limited to specific recruitment procedures).

**B. Admission and selection:**

- copy of passport or identity card, copy of the diploma(s) or certificate(s) of the required level of education; and
- employment certificates proving the length of professional experience. Failing this, copies of the following documents, for example, will be accepted – employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one-year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

**C. Recruitment phase:**

- original criminal record extract (executed within the preceding 3 months of the starting date of the contract) issued by the competent authorities of country of origin. Should the candidate not be living in a country other than his/her country of origin for more than 12 months, a further criminal record extract issued by the competent authorities of this country will be required;
- updated curriculum vitae;
- birth certificate;
- copy of passport or identity card;
- civil status certificate;
- residence certificate;
- proof of residence of family members as required to claim certain entitlements;
- marriage certificate – if applicable;
- birth certificate of children – if applicable;

- document proving the fulfilment of any obligations imposed on the candidate by the laws concerning military service;
- all diplomas considered relevant;
- all previous working contracts with exact dates and functions. A salary slip will only be collected as further evidence if a doubt arises during the determination of the grading;
- professional experience form;
- Legal Entity form;
- Financial Identification form; and
- Reimbursement of travel and subsistence expenses form.

## **Sharing of reserve lists**

If you are included in the reserve list of suitable candidates, your personal data may be shared with other EU Agencies or Joint Undertakings seeking to fill similar positions. This will allow you to be considered for additional job opportunities across multiple EU Agencies and Joint Undertakings, only if needed in the future. Please note that your explicit consent will be sought each time another EU Agency or Joint Undertaking requests access to the reserve list of suitable candidates.

For more information, please read the applicable data protection notice available [here](#).

## **What is the legal basis for processing your data?**

The legal bases for the processing of personal data for Temporary Agents are:

- Staff Regulations of Officials of the European Union, and Articles 10, 12, 13, 53 and 56 of the Conditions of Employment of Other Servants of the European Union;
- Model decision of 13.11.2015 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 decentralised agencies and joint undertakings; and
- Decision of the Governing Board of Europol of 21 December 2018 on middle management staff.

The legal bases for the processing of personal data for Contract Agents are:

- Staff Regulations of Officials of the European Union, and Articles 82, 83 and 86 of the Conditions of Employment of Other Servants of the European Union; and
- Commission Decision of 16.10.2017 on the general provisions for implementing Article 79(2) of the 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.

The processing of your personal data is, therefore, necessary for the performance of a task carried out by Eurofound in the public interest, namely the organising and implementing selection and recruitment procedures<sup>3</sup>.

In some cases, candidates may voluntarily disclose a disability to request reasonable accommodation. This is treated as explicit consent<sup>4</sup> and is also justified as necessary for Eurofound to comply with obligations in employment and social protection law, including ensuring equal treatment<sup>5</sup>.

As above stated, your personal data may be shared with other EU Agencies and Joint Undertakings, only if needed in the future. Sharing of your personal data will only take place if you have provided explicit consent.

## Who will process your data?

In order to apply for a position, candidates need to apply through an e-Recruitment platform provided by [Oleeo Plc](#)<sup>6</sup>, which acts as the data processor on behalf of Eurofound in relation to the collection of your personal data through this platform. Oleeo may access candidate data in case of technical queries.

At Eurofound, your personal data may be disclosed to the following categories of recipients:

- Staff members assigned to the HR unit;
- Members of the Selection Committee;

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<sup>3</sup> Article 5(1)(a) and recital (22) of the EUDPR read in conjunction with Article 18 of [Regulation \(EU\) 2019/127 of the European Parliament and of the Council of 16 January 2019 establishing the European Foundation for the improvement of living and working conditions \(Eurofound\), and repealing Council Regulation \(EEC\) No 1365/75](#).

<sup>4</sup> Article 10(2)(a) of the EUDPR.

<sup>5</sup> Article 10(2)(b) of the EUDPR.

<sup>6</sup> Further information on how Oleeo, including contact details, can be found [here](#).

- Heads of Unit with whom a reserve list may be shared when a vacant post is to be filled;
- Executive Director as Appointing Authority / Authority Empowered to Conclude Contracts ;
- Legal Officer in case of any (pre)litigation proceedings;
- Duly authorised staff members of the European Commission assigned to DGHR Legal Service in case of any pre-litigation proceedings;
- Duly authorised staff members of the Court of Justice of the European Union in case of any litigation proceedings; and
- Eurofound's external lawyers in case of any litigation proceedings.

In addition, your personal data may be shared with:

- OLAF, in case of an investigation conducted in application of Regulation (EU, Euratom) No 883/2013;
- The Internal Audit Service of the Commission within the scope of the tasks entrusted to it by article 118 of the Financial Regulation and by Article 49 of Regulation (EC) No 1653/2004;
- The Court of Auditors within the tasks entrusted to it by Article 287 of the Treaty on the Functioning of the European Union and Article 20, paragraph 5 of Regulation (EC) No 58/2003;
- The European Ombudsman within the scope of the tasks entrusted to it by Article 228 of the Treaty on the Functioning of the European Union;
- The European Data Protection Supervisor in accordance with Article 58 of the Regulation (EU) 2018/1725.

Finally, personal data (first and last name, email address and phone number) of candidates invited to participate in an online written or practical test with remote invigilation, where applicable, are shared with an external provider of online assessments (Test Reach, 9 - 10 Nexus UCD, Belfield Office Park, Clonskeagh, Dublin 4, Ireland, D04 V2N9, [info@testreach.com](mailto:info@testreach.com)). Detailed information about the processing of personal data in the context of remotely invigilated tests can be found on the relevant data protection notice available at [Eurofound's website](#).

## How do we protect your data?

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure.

Online applications are stored in the e- Recruitment platform which is managed by Oleeo<sup>7</sup>.

An electronic administrative file is stored in Eurofound's secure electronic document and records management system on servers located in Eurofound's on-site data centre. In Eurofound, security restrictions are in place. Access is limited to the members of the Selection Committee and the HR staff managing the recruitment process. Members of the Selection Committee sign confidentiality declarations.

## For how long will we retain your data?

The following retention periods apply:

- Recruited candidates: 10 years from the end of their contract of employment with Eurofound;
- Candidates invited for the written tests and interviews, but unsuccessful in the procedure: 2 years from being informed about the outcome of the selection procedure;
- Successful candidates: 5 years from recruitment of successful candidate(s);
- Successful candidates declining the offer of a post: 5 years from the date the job offer was declined;
- Reserve lists: 2 years from the closing date of the selection procedure and may be extended. In most cases, the reserve lists remain valid for another 12 months; and
- Data collected in the invigilated testing procedure: kept in line with the dedicated data protection notice available at [Eurofound's website](#).

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<sup>7</sup> To know more about how Oleeo processes and protects personal data, please read [here](#).

## **Do we transfer your data to outside the EU?**

Any personal data collected through our e-Recruitment platform is stored in Oleeo's certified data centres within the UK. These transfers take place on the basis of the adequacy decision adopted by the European Commission for the UK<sup>8</sup> in line with Article 47 of the EUDPR.

## **What are your rights?**

Within the limits set by the EUDPR, you have the right to access, rectify, erase and/or port your personal data, to restrict or object to the processing of your personal data, and to withdraw your consent (if obtained). Just note that withdrawal of your consent does not affect the lawfulness of processing while your consent was valid.

You may contact us at [hr@eurofound.europa.eu](mailto:hr@eurofound.europa.eu) with your requests. Your request is free of charge. However, if it is manifestly unfounded or excessive, Eurofound may refuse to act on it.

You also have the right to raise a complaint with the European Data Protection Supervisor should you consider that this processing is in violation of the law. You will find more information [here](#).

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<sup>8</sup> For more information, please read [here](#).