

Privacy statement - internal mobility

In the course of an internal mobility selection procedure certain personal data needs to be provided to the Agency. Below you will find more information about the processing and the Data Protection safeguards put in place by the Agency to make sure any processing of your personal data is in line with Regulation (EU) 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, offices and agencies and on the free movement of such data.

What is the purpose and legal basis for processing your personal data?

Any personal data shall be collected and processed solely for facilitating the selection of staff members for new or newly vacant posts in the Agency and for improving the career development and possibilities of staff whilst optimising the use of the Agency's resources.

The legal bases for processing your personal data are:

- Articles 4, 7(1) and 29(1) of the Staff Regulations and Article 10 of the Conditions of Employment of Other Servants (CEOS);
- ECHA Guidelines for internal mobility (ED/32/2014).

What personal data is collected?

As the internal mobility procedure requires the submission of a motivation letter and a CV, the personal data collected and further processed concern identification data and data concerning education and career.

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

For the purpose detailed above, access to your personal data is given to the following persons:

- Agency staff of the HR unit responsible for the administration of the selection procedure;
- Staff appointed to take part in the selection procedure as a panel member.

For vacant managerial posts, additional selection procedures may be carried out by an external service provider of the Agency (processor), who shall equally have access to such personal data in such case.

Who is the data controller?

All processing of personal data during the selection procedure takes place under the responsibility of the Agency, while the Head of the Human Resources Unit exercise the tasks of the controller.

How long are your personal data kept?

Your personal data are kept:

- For successful candidates: the decision documenting the transfer within the organisation is stored in the personal file and will follow its retention time (8 years after the extinction of all rights of the individual and of all dependants and for at least 120 years after the birth of the individual). The other documents related to the selection (e.g. applications, evaluation grids and report by the selection panel) are stored in a separate internal selection file, which will be kept for a maximum period of two years after the closure of the procedure in order to facilitate possible audits;

- For unsuccessful candidates: all documents related to the selection are stored in a separate internal selection file, which will be kept for a maximum period of two years after the closure of the procedure in order to allow for possible recourse and to facilitate possible audits.

What are your rights?

Anyone submitting personal data to the Agency has the right to access it and to update or correct it at any time. Under certain conditions, a right to erasure, restriction, objection and/or data portability also applies. Finally, you also have the right to withdraw your consent for ECHA to process your personal data at any time, however, this leads to the exclusion from the selection procedure.

To exercise these rights, contact the data controller at jobs@echa.europa.eu.

NB: The right to rectify the information already provided can only apply to the factual data processed within the concerned internal mobility procedure. This right can only be exercised up to the closing date for submission of candidatures. However, inaccurate identification data may be rectified at any time during and after the internal mobility selection procedure.

When experiencing difficulties in exercising these rights, you can contact ECHA's Data Protection Officer (data-protection-officer@echa.europa.eu) or have recourse to the European Data Protection Supervisor.