

PRIVACY STATEMENT

for processing of personal data in the context of selection and management of interim workers at the BEREC Office

The Agency for support for BEREC (BEREC Office) processes the personal data of a natural person in compliance with Regulation 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy notice explains the BEREC Office's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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

The purpose of the processing of personal data is the selection and management of interim workers that are necessary for the functioning of the BEREC Office to replace staff on long-term absence or to cope with peak periods which require additional workforce.

In particular, the purpose of the processing of the personal data is:

- To ensure selection of the best candidates for interim workers;
- To ensure that the candidates are not in a potential conflict of interest with the tasks assigned to them and that they are committed to perform their duties in an impartial manner and by preserving high level of confidentiality;
- To ensure the day-to-day management of the interim workers;
- To verify and monitor the contractor's compliance with the interim staff welfare and development obligations (e.g., private health insurance, training) strictly limited to the interim worker's own entitlements.

The processing of personal data for the selection and management of interim workers is lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (EUDPR), as it is necessary for the performance of a task carried out in the public interest, specifically the management and functioning of the BEREC Office.

The legal basis for the processing operation is:

- The BEREC Office's Founding Regulation, Regulation (EU) No 2018/1971 of the European Parliament and of the Council of 11 December 2018, replacing the previous Regulation (EC) No 1211/2009 (and particularly Art. 31, 38 and 42).
- The Framework contracts in cascade for the provision of professional interim workers' services, namely, No BEREC/26/082, BEREC/26/083 and BEREC/26/084.
- Internal Administrative Instruction No 01 of 2026 of BEREC Office Director on the adoption of User Guide for the implementation of Framework Contracts in cascade for provision of interim workers' services BEREC/26/082, BEREC/26/083 and BEREC/26/084.

2. What personal data is collected and processed?

The BEREC Office processes the data of the following categories of data subjects: candidates for interim work and interim workers.

The BEREC Office processes the following categories of personal data:

- Identification data;
- Contact data;
- Data about previous employment, educational background and motivation to work for the BEREC Office (data contained in the CV and/or in the motivation letter);
- Data declared by the candidate in the Declaration of Interests, Declaration of Commitment and Confidentiality and hand written signature;
- Data about the working time and absences;
- Documentation provided by the contractor to prove compliance with staff welfare criteria;
- Individual training records (induction, job-specific training).

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

Within the BEREC Office personal data may be disclosed to the following staff members, including:

- Entity in charge of HR, including the head of the entity - the Head of the Administration and Finance;
- The staff involved in the selection and interview process for interim staff;
- The responsible Authorising Officer and financial actors on a need-to-know basis;
- The line manager of the interim staff;
- Staff responsible for the administrative and financial oversight of the framework and specific contracts to the extent necessary for contract management and payment purposes.

Outside the BEREC Office:

- Authorised personnel of the interim Agency (Processors of the data according to the relevant FWCs).

Access rights for each user group are governed by the “need to know” principle. All recipients of personal data in the framework of this exercise are instructed to process the personal data they receive only for the purpose for which they were transmitted.

4. How long are your personal data kept?

In line with the Common Commission-Level Retention List (CRL, EC Retention list), the data are kept for five years following the year in which the European Parliament gives discharge for the financial year during which the last payment under the respective framework contract was executed.

The data of the candidates who are not considered for recruitment are not retained by the Agency.

5. What are your rights?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

6. Who is the data controller and how to exercise your rights?

The BEREC Office shall exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: PERSONNEL@berec.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer (dpo@berec.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu