

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection and recruitment of temporary agents (TA), contract agents (CA), seconded national experts (SNE) and trainees

Data Controller: Innovative Health Initiative Joint Undertaking

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1 Introduction

The Innovative Health Initiative Joint Undertaking (hereafter 'IHI JU') is committed to protecting your personal data and to respecting your privacy. The IHI JU collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council 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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation for the selection and recruitment of temporary agents (TA), contract agents (CA), seconded national experts (SNE) and trainees undertaken by IHI JU is presented below.

2 Why and how do we process your personal data?

Purpose of the processing operation: IHI JU collects and uses your personal information to prepare selected candidates' files and to finalise the recruitment procedure to permit entry into service.

Recruitment files are stored electronically, and access is protected by the management of access rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

Your personal data will *not* be used for automated decision-making, including profiling.

3 On what legal ground(s) do we process your personal data

We process your personal data pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, i.e.: "*processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body*".

The legal basis of the procedure is:

- [Council Regulation \(EU\) 2021/2085](#) establishing the IHI JU, in particular Articles 37, 38 and 43.
- EU Staff Regulation, in particular Articles 12-15 and 82-84, 86 of the Conditions of Employment of other servants of the European Communities (CEOS).
- Service Level Agreements signed between the IMI2 JU and the European Commission (DG HR) and the PMO
- IHI JU Implementing Rules:
 - a. For TA: IMI2 JU Governing Board (GB) Decision N° IMI2-GB-DEC-2016-05 of 19 April 2016 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union.

- b. For CA: IMI2 JU Governing Board (GB) Decision N° IMI2-GB-DEC-20120-04 of 30 January 2020 laying down general implementing 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 under the terms of Article 3a thereof.
- c. For Trainees: GB No IMI2-GB-DEC-2015-39 of 25 November 2015 laying down the IMI2 JU rules on the use of trainees.
- d. For the SNE: GB Decision No IMI2-GB-DEC-2016-18 of 23 June 2016 on the Secondment of National Experts to the Innovative Medicines Initiative 2 Joint Undertaking

4 Which personal data do we collect and further process ?

In order to carry out this processing operation IHI JU collects the following categories of personal data:

At the application phase:

- Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail,
- Curriculum vitae and motivation letter, including education (university degree / diploma), date of award of degree, length and description of professional experience, knowledge of languages and IT skills.

At the selection phase:

- Invitation to interview and if applicable, test on site / Agenda of Interview;
- Copy of diploma(s), employment contracts for the verification of eligibility;
- ID information for access to site if interview is in person;
- Selection report;
- Legal Entity form and Bank Account information (for reimbursement of travel expenses, if applicable).

At the recruitment phase:

- Application form;
- Copy of passport/ID (proof of nationality),
- Visa (if necessary);
- Declaration 'Conflict of Interest by selected candidates' aiming at allowing the authority empowered to conclude contracts of employment to identify potential or actual conflict of interest in relation to the specific position offered and the appropriate measures to be adopted, if any;
- Copy of diploma/s, employment contracts, payslips, aiming at confirming the eligibility for the position and establishing the grading. For non-salaried professional activities (e.g. self-employed, liberal professions) tax returns, statements of fees from national bodies, or any other supporting document of an official nature;
- Medical clearance/fitness to work certificate issued by the Medical Service;
- Birth certificate;
- Family composition (marriage certificate and / or birth certificate of children for the establishment of allowances);
- Declaration of spouse's/partner's professional income, declaration of eventual family allowances from other sources – if applicable;
- Legal Entity form and Bank Account information (if not already provided).

Normally, no data falling under Article 10 (special categories of data) of the Regulation is processed. However, if candidates for vacancies communicate health data relating to special needs (e.g.: regarding physical access to buildings and physical mobility), then such information would also be processed for the purposes of organising the logistics for the selection panel interviews.

5 How long do we keep your personal data?

IHI JU only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for

- Recruitment files of successful candidates are stored for a period of ten years from the date of termination of employment.
- Non-recruited candidates (TA, CA and SNE applicants), irrespective of whether or not they have been invited to take written and/or oral tests: five years following the date of recruitment procedure is terminated or the establishment of the reserve list by the selection committee.
- Candidates placed on a reserve list but non-recruited: five years after the end of validity of the reserve list and possible extension.
- Selected trainees: the data are kept only for the duration of the mission (normally six months).
- Files on trainee candidates who are: a) rejected, b) not pre-selected, c) pre-selected but not taken on, or d) who withdraw their application. These files contain candidates' applications and related correspondence: two years from the closure of the selection procedure.
- Spontaneous applications: personal data (i.e.: CV) are not kept and are destroyed automatically within seven days from reception.
- In case of appeal, such data as necessary to satisfy recordkeeping requirements are retained for the mandated period.

6 How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the IHI JU. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the IHI JU has put a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

Access to your personal data is provided to the IHI JU staff responsible for carrying out these processing operations and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Depending on the stage reached in the recruitment process, your data will be accessible to:

- the HR members in charge of the selection procedure and the members of the selection panel;
- the relevant Head of Unit;
- the IHI JU staff members appointed as members of the panel or appointed as an observer.

Recipients	Data provided
IHI HR Team	All data collected during the application, selection, recruitment and management phase, Surname, first name, date of birth, Personal Identification Number (PerID),
IHI JU Recruiting panel	Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail, Curriculum vitae and motivation letter, including education (university degree / diploma), date of award of degree, length and description of professional experience, knowledge of languages and IT skills, Invitation letter, Selection report, Conflict of Interest Form.

8 What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the IHI JU Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9 Contact information

The IHI JU Data Protection Officer (DPO)

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the IHI JU Data Protection Officer (data-protection@ihi.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the IHI JU.

10 Where to find more detailed information?

The IHI JU Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the IHI JU, which have been documented and notified to him. You may access the register via the following link: <https://www.ihj.europa.eu/legal-notice-and-privacy>

This specific processing operation has been included in the IHI JU DPO's public register with the following Record reference: PO-1-01.