



Schola Europaea

European School Bergen

Ref.: 2018-03-D-23-en-3

Orig.: EN

Privacy Statement for the Recruitment and Appointment Procedures of Locally Recruited Staff: Administrative and Ancillary Staff (AAS) and Locally Recruited Teachers (LRT)

1. What personal data does the School collect?

The categories of personal data that are typically collected and processed in the recruitment context are:

- Contact details: name and surname, address, telephone number and email address,
- Professional details: competences, skills, experience and education, e.g. your updated CV (Euro pass format), previous employments, educational details, diplomas and qualifications, third party references, criminal convictions and offenses records,
- Correspondence: email exchanges with the candidate (standard replies to applicants, invitation letters to candidates to be interviewed, negative letters to non-selected candidates),
- Evaluation sheets.

2. What is the legal basis for the processing?

The legal basis for the processing

4. How long will your data be stored?

Recruitment files of unsuccessful candidates may be referred to for other vacancies which arise in the future.

Recruitment files, both paper and/or electronic versions, are stored for three years.

In case of appointment, parts of your recruitment file (CV, diplomas, certificates) will become part of your staff file.

