



Schola Europaea

Office of the Secretary-General

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¹ Members of the executive (Directors and Deputy Directors), teaching and supervisory staff, and managerial staff seconded to the European Schools by their national authorities, as stated in Article 1 of the Regulations for Members of the Seconded Staff of the European Schools

European School Bergen

Privacy Statement for the Seconded Staff

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Effective from May 25, 2018

The European School (hereinafter, referred to as _____) is committed to respecting

1. What are the categories of personal data collected by the School?

The School will need to have access to and to process the following personal data:

- Contact details: name and surname, address, telephone number and email address
- Recruitment information: competences, skills, experience and education, e.g. your updated CV (Euro pass format), previous employments, educational details, diplomas and qualifications, third party references, and criminal convictions and offences,
- HR information:
 - Attendance information;
 - Performance management;
 - Training;
 - Disputes and Discipline management;
 - Employment, Pay, Pensions and Allowances;
 - Health and Welfare;
 - Redeployment.

2. What are the purposes for which personal data are collected?

The School will collect, use, store and process your personal data to perform your secondment and to enable us to comply with legal obligations.

The School will process your personal data for the following purposes:

Communicating with you, in context of your secondment

Ascertaining your fitness to work, managing sickness absence;

Complying with health, security and safety obligations;

Preventing fraud;

Monitoring your activity when using the IT tools and applications provided by the School in accordance with the ICT Charter;

Complying with legal and regulatory compliance, including obtaining and releasing personal data as required by law, judicial organizations or practice in order to comply with legal obligations imposed on us.

Providing third parties with references, with your prior consent.

3. What is the legal basis for the processing of personal data?

a. Contractual necessity

The legal basis for the processing of your personal data relies on Article 6, paragraph 1, numeral (c) of the GDPR: contractual necessity, pursuant to the Regulations for Seconded Staff Members of the European Schools.

b. Compliance with a legal obligation to which the School is subject

Where processing of personal data is necessary to comply with a legal obligation to which the School is subject, information will be shared with National Authorities (i.e., tax or social security obligations).

c. Compliance with a legal obligation under employment, social security or social protection law

We require these third parties to respect the integrity and confidentiality of your data and to treat it in accordance with the GDPR and applicable national data privacy law. We do not allow third-party service providers to use your Personal data for their own purposes. We only permit them to process your personal data under our instructions and only for specified purposes.

5. How long will do we keep your personal data?

Staff files, both paper and electronic versions, are kept for the duration of the staff member's career and thirty years

To facilitate the exercise of your rights, you can present your request to BER-DPO-CORRESPONDENT@eursc.eu

The School will respond to these requests without undue delay and within one month at the latest. Should the School decline to comply with a request, you will be informed of the reasons for such a decision.

Please be informed that in case you object to certain processing activities or request that we delete your information, the School may be unable to continue the working relationship with you.