



PRIVACY STATEMENT

RECRUITMENT OF STAFF

1. Context and Controller

This privacy statement explains why we process, how we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

As the Clean Aviation JU (CAJU) collects and further processes personal data, it is subject 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC*.

Processing operations are under the responsibility of the Controller, the CAJU.

The CAJU may be contacted by sending an e-mail to info@clean-aviation.eu or at the following postal address: TO 56-60, 1049 Brussels, Belgium

2. What personal information do we collect, for what purpose, through which technical means and under which legal bases?

Types of personal data

Recruitment of staff (contract staff, temporary staff, seconded national experts, trainees etc):

- Personal details: names, gender, date and place of birth, nationality, civil status, family situation and related supporting certificates, residence certificate, ID format photos
- Contact details
- Passport number/ ID number; Financial identification form, bank account; Legal entity form
- Degrees, diplomas or educational certificates knowledge of languages, professional experience, current and previous employment contracts, recommendation letters, motivation letters
- Moral conduct - recent criminal records extract
- Declaration of Conflict of Interest

Purpose and Technical means of personal data processing

The purpose of the collection of the data above is:

- to identify all applicants for an employment position at CAJU;
- to support all the procedures of employment management (recruitment, progress of employees, definition of individual rights, placement of contracts, etc.);



- to prepare the selected candidate's file and to finalize the candidate's recruitment procedure to permit entry into service.

The CAJU will not process the collected data for any other purpose than those described above. Recruitment files are stored electronically and access is protected by the management of the access rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

Please note, where it is not possible to organise interviews on site, your personal data may be further processed via online video conferencing tools used by CAJU to conduct these interviews, such as Microsoft Teams. For further information on the personal data processed when using such videoconferencing tools, please consult our privacy statement for M365 available on the CAJU [website](#).

Legal basis

- Articles 12 - 15 and 82 - 84, 86 of the Conditions for Employment of Other Servants of the European Union;
- General implementing provisions on the procedures governing the engagement and the use of contract staff at the CAJU;
- General implementing provisions on the procedure governing the engagement and the use of Temporary agents at the CAJU;
- Decision of the governing Board of the CAJU laying down the rules on the secondment of national experts.¹

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

For the purposes detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

Only authorised CAJU staff has access to your personal data for the purposes of screening, interviewing and recruiting candidates. The persons to whom your data is disclosed include:

- Members of the Selection Committee
- CAJU Human Resources Officer
- Authorised staff from external bodies (Court of Auditors, Internal Audit Service of the European Commission) may also have access to relevant personal data for audit control purposes.

¹ Adopted on 16 December 2021 by the CAJU Governing Board, as part of the Omnibus Decision CAJU-GB-2021-12-16, by which the rules on the secondment of national experts to the CS2JU, ref. CS-GB-2015-09, are directly transferred and shall apply to CAJU.



4. What are your rights and how can you exercise them?

Access

In case you wish to access your personal information, you can contact the CAJU Data Protection Officer at Data-Protection@clean-aviation.eu

You may make a request to access the CAJU Register of data processing operations in order to obtain more detailed information on how we treat and protect your personal data, in accordance with Article 17 of Regulation (EU) 2018/1725.

Rectification

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above mentioned email address.

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

Erasure

You may make a request for erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send us a written request to the same email address mentioned under section "Access".

We will respond to your request without undue delay and at the latest within one month.

You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.

Restriction of processing

You may make a request for restricting the processing of your personal data under the conditions laid down by Article 20 of Regulation (EU) 2018/1725 for the following reasons: you would like to contest the accuracy of the personal data; you consider that the processing is unlawful and you would oppose the erasure of the personal data and request the restriction of the use of the personal data instead; when the CAJU as controller no longer needs your personal data for the purposes of the processing, but it is required by you as data subject for the establishment, exercise or defence of legal claims; or when you have objected to processing pursuant to Article 23(1) of Regulation (EU) 2018/1725, pending the verification of legitimate grounds.

In this case, you should send us a written request to the same email address mentioned under section "Access".

Right to data portability

You have the right to receive the personal data, which you have provided to us in a structured, commonly used, and machine-readable format, and you may also request us to transmit this data to any other controller under the conditions of Article 22 of Regulation 2018/1725. In this case, you should send us a written request to the same email address mentioned under section "Access".



Right to object

You may object at any time to processing of your personal data under the conditions laid down by Article 23 of Regulation (EU) 2018/1725, on grounds relating to your particular situation. In this case, you should send us a written request to the same email address mentioned under section “Access”.

NB: Please note that access to your personal data and its modification or deletion may be restricted by the CAJU Internal Rules restricting data subjects rights² as provided for by Article 25 of the Regulation. In that context, these rights may be restricted by the CAJU on a case-by-case basis in line with the Internal Rules, where necessary and appropriate for the purposes.

5. How long do we keep your personal data?

Recruitment files of successful candidates are stored for a period of ten (10) years as of the termination of employment.

The files of non-recruited applicants are retained for up to two years following the recruitment procedure.

Trainee applications are stored for two years after the application process for a specific intake has been closed. Recruited trainees’ files are stored for a period of five (5) years following the traineeship, after which time they are destroyed.

The retention of files of non-recruited applicants on reserve lists is fixed in terms of the validity and the actual extension of the respective reserve lists.

The periods above are extended until the end of a possible audit if one started before the end of these periods.

6. Contact information

For any questions related to your rights, feel free to contact the Data Controller at Data-Protection@clean-aviation.eu by indicating ‘Data Protection’ in the subject and explicitly specifying your request.

Any information relating to processing of your personal data is detailed in the register of the Data Protection Officer of the CAJU.

² Adopted on 16 December 2021 by the CAJU Governing Board, as part of the Omnibus Decision CAJU-GB-2021-12-16, by which the Decision of the Governing Board laying down internal rules concerning restrictions of certain rights of data subjects in relation to processing of personal data in the framework of the functioning of the Clean Sky 2 Joint Undertaking CS-GB-Writ proc 2020-02, are directly transferred and shall apply to CAJU.



7. Recourse to the European Data Protection Supervisor

You have the right to submit a complaint at any time directly to the European Data Protection Supervisor:

Rue Wiertz 60 - MO 63

B-1047 Bruxelles Belgium

Tel: +32 2 283 19 00

Fax: +32 2 283 19 50

Email: edps@edps.europa.eu