



EUROPEAN UNION MONITORING MISSION IN GEORGIA PRIVACY STATEMENT

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO RECRUITMENT, SELECTION PROCEDURE AND ADMINISTRATIVE MANAGEMENT FOR LOCAL CONTRACTED/INTERNATIONAL CONTRACTED AND SECONDED INTERNATIONAL STAFF IN THE EUROPEAN UNION MONITORING MISSION IN GEORGIA

1. **INTRODUCTION**

The protection of your privacy including your personal data is of great importance to the European Union and to European Union Monitoring Mission in Georgia (EUMM). When processing personal data we respect the principles of the charter on Fundamental Rights of the European Union, and in particular article 8 on data protection.

This privacy statement describes how the EUMM processes your personal data for the purpose it is collected and what rights you have as a data subject. Your personal data by the EUMM is processed in accordance with 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 as of 11 December 2018, aligned with provisions of the General Data Protection Regulation /Reg. (EU) 2016/679/ and in accordance with the CivOpsCdr instruction 12-2018 and its subsequent amendment(s) on the SOP on the Protection of personal data for CSDP Missions by the CSDP Missions.

All data of personal nature - data that can identify you directly or indirectly - is handled with the necessary care.

2. **PURPOSE OF THE PROCESSING: Why we process your data?**

The main purpose of the data processing activity is to manage selection, recruitment and administrative management of local / international contracted, seconded international staff during their assignment in the Mission. The Mission collects, manages and stores data relating to candidates (both internal and external) who apply for the posts. In particular,

- to appoint the most suitable candidates for posts of local contracted/international contracted and seconded international staff in the Mission.
- to keep the results of evaluations / interviews at different stages of the selection process.
- to keep the record of performance, PER
- to keep the record of leave/ sick leaves

3. **DATA PROCESSED: what data we process?**

The data, including personal data, which may be processed for the purpose are the following:

1.

- surname(s) and middle name(s) and first name(s)
- date and place of birth
- gender
- nationality(s)
- country of birth and place of birth (city)
- background information
- professional phone details
- military/police rank
- photo
- start and End of Mission date

- application form (CV)
- extension documentation (request, approval, non-approval)
- redeployment memos
- resignation letters
- resignation approvals
- per diem
- salary (for contracted MMs)
- Mission id number
- Mission call sign
- Mission phone
- Mission e-mail
- beneficiaries - names and address of dependents
- copy of MFA accreditation card, its number and expiration date
- level of spoken languages (GEO, EN, RU)
- information if MM is peer/mediator etc
- leave requests
- location and contact details during leave
- flights information when on leave (if provided voluntarily)
- deployment form
- contract (for contracted only)
- grading file, including educational and previous employment information (for contracted only)
- confidentiality acknowledgment
- performance evaluation
- certificate of good health
- Insurance enrolment of MM and, in some cases, family members
- sick leave reports
- general medical certificates relating to sick leave (detailed certificates are kept by the Medical Unit)
- vaccination certificate
- pregnancy confirmation certificates
- training certificates
- declaration of residence (international contracted)
- declaration of conflict of interest and fraud
- various memos eg.
 - EUMM employment/secondment attestations
 - salary confirmations
 - welfare requests and approvals
 - temporary secondment to another Mission, etc.
- National Contingent Leader appointments
- information/files on participation in staff committee or different working groups
- check-out memos
- check-out forms
- written handovers
- Mission ID cards (after check-out)
- regime (seconded/contracted/local)
- title/function/position
- responsibility (including thematic portfolio/area)
- redeployment within the Mission
- information regarding skills/competencies (to be implemented?)

2.

- security clearance, issue and expiry dates
- emergency contact person (name, relationship, address, phone number)
- insurance reference number
- passport number, validity dates, type (diplomatic, service, ordinary etc.)
- blood type
- driving licence (number, category, expiration date, issuing country)
- personal phone details
- marital status
- personal e-mail
- home address (residence)

4. DATA CONTROLLER: Who is entrusted with processing your data?

Data Controller:

European Union Monitoring Mission in Georgia
Represented by the Head of Mission, Erik Høeg

5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

The recipients of the data are the following, on a strict "need-to-know policy" basis:

- Head of Mission, Deputy Head of Mission and Head of Mission Support/Human Resources
- Assigned Human Resources section staff processing the data (CVs and other material)
- Members of selection panels including Mission staff members* as well as representatives of EEAS CPCC, if applicable
** Selection panel members, Mission staff commit themselves to provisions on confidentiality.*

6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

You have the right to access your personal data and the right to request for correction of any inaccurate or incomplete personal data, as well as to request the removal of your personal data, if collected unlawfully, which will be implemented within 10 working days after your request has been deemed legitimate. If you have any questions concerning the processing of your personal data, you may address them to the following functional mailbox of the respective Data Controller:

contact@eumm.eu

7. LEGAL BASIS: On what grounds we collect your data?

- Council Decision: COUNCIL JOINT ACTION 2008/796/CFSP and its subsequent amendments, latest being COUNCIL DECISION (CFSP) 2016/2238
- OPLAN EEAS (2018) 1069 rev 1
- Civilian Operations Commander Instruction 12/2018 on the SOP on Personal Data Protection
- Human Resource Handbook 2017

The processing is needed for the execution of the Mission mandate and HoMs' duty of care for security.

8. TIME LIMIT - DATA STORING: For what period and how we process your data?

Retention of data:

- All personal data are organised in electronic compartments and stored only for the duration of employment/tour of duty of the Mission Members. On a proportionate basis and limited to the necessity certain categories of data are retained beyond the period of activity, to the extent until these data are in relation to remaining rights or obligations.
- Personal data related to the employment/secondment (article 1. listed under section '3. DATA PROCESSED') are retained for 10 years as of the closure of the Mission.
- When appropriate, personal data contained in supporting documents should be deleted if possible, where these data are not necessary for further purposes, e.g. control, inspection and audit.
- In case of a judiciary procedure related to employment of contracted staff or tour of duty of the seconded staff, personal data is kept for 5 years after the final judgment was rendered. In case of a complaint launched before the European Ombudsman, the EDPS or other competent authorities, personal data is kept for 2 years after the closure of the case.

In case of non-recruited applicants:

- a) the HR Recruitment file, except the application tables, and
- b) the HR Selection file, except shortlisting grids and selection panel reports shall be kept up to the time-limits established for the possible review of the decision taken in the selection procedure but no longer than 2 years.
- c) Application tables, shortlisting grids and selection panel reports shall be kept no longer than 5 years as of the termination of the related Call for Contribution.
- d) In case of a complaint or a litigation connected to a non-selection decision the HR recruitment file and the HR selection file shall be kept no longer than 5 years after the final decision/judgment had been issued.

Security of data:

Appropriate organisational and technical measures are ensured:

- In its electronic format the data will be stored in a server located within the Mission. The collected personal data are processed by assigned staff members. Files have authorised access. The database is accessible only to the recipients with the authorised administrative or viewer rights.
- Security is also ensured by the safety measures built in the various IT applications used.

- In case of processing personal data that contains more sensitive information such as blood type, it is handled with the necessary care and is not intended to be disclosed or shared with third parties without consent from its subject(s), except for vital interest of the data subject.
- Measures are provided by CIS section to prevent non-responsible entities from access, alteration, deletion, disclosure of data.
- Hard copies of documents containing personal data are stored/secured in lockable metal cabinets.

The Mission has a system for the destruction of documents after the retention period expired. The system ensures the protection of the information contained in the document by permanent destruction, such as shredding, burning or deletion of back-up files in case of electronic data storage.

9. MISSION DATA PROTECTION ADVISOR: Any questions to the MDPA

In case you have questions related to the protection of your personal data, you can also contact the Mission Data Protection Advisor (MDPA) EUMM Legad, at the functional mailbox of the Mission contact@eumm.eu

10. RECOURSE

You have at any time the right of recourse that you may send to the Head of the Mission of EUMM, with the MDPA in copy.