



## **Staff selection (TA2f): online written test**

### **Privacy Statement**

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of candidates when organising online written tests within the framework of a TA2f selection procedure. TestReach carries out all of the system administration set-up and roll out on behalf of EACEA.

#### **1. Who is responsible for processing your personal data (data controller and processor)?**

**The controller** is the European Education and Culture Executive Agency, Avenue du Bourget 1, BE-1049 Brussels

The person designated as being in charge of the processing operation is the Head of Unit R1- People, Workplace and Communication

Email: [EACEA-HR-SELECTION@ec.europa.eu](mailto:EACEA-HR-SELECTION@ec.europa.eu)

**The processor** is TestReach, provider of online assessments.

Corporate Headquarters: 9 - 10 Nexus UCD Belfield Office Park, Clonskeagh, Dublin 4 – Ireland D04 V2N9

Email: [info@testreach.com](mailto:info@testreach.com)

[TestReach | Online Assessment Software](#)

#### **2. Which personal data are processed?**

- Personal data allowing the identification of the candidate and the practical organization of the online test: surname, first name, e-mail address, telephone number, country.
- Since TestReach records (video recording) the candidate during the online written test, the face of the candidates will be recorded as well as any personal data they might leave in background of the recording (pictures, etc.).
- Content of the online written test.

TestReach may also collect the IP address, browser header data (user agent) and other similar information about the computer used by the candidate taking written test. When you are taking an

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<sup>1</sup> 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 Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

assessment using TestReach software and/or the TestReach Desktop Application, as part of the secure audit trail process, it automatically records user access and activity data within the system (for instance, when you logged in, when you logged out, when you answered a question, when you paused, etc). For further details, please see [TestReach Data Protection and Privacy Policy](#).

### **3. For which purpose do we process your data?**

TestReach processes personal data of the candidates with the purpose of organising online written tests within the framework of a TA2f selection procedure. TestReach video records the candidate during the online written test with the purpose of ensuring the integrity of the online tests within the framework of a TA2f selection procedure. Therefore, candidates will be asked to turn on their camera and microphone. Once written tests are completed, TestReach send them as pdf and anonymized to EACEA, to allow their correction in an anonymous way. TestReach also provide EACEA with a list of names of the candidates (identification candidate number) to associate them with their graded test.

Candidates video recorded for remote written tests will be invited to remove any personal data which could appear in the video recording which is not strictly necessary to the test.

### **4. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data may be given on a need-to know basis to the following recipients:

- TestReach support team
- TestReach invigilators of online written tests
- The Human Resources Unit of EACEA
- Members of the Selection Board
- Heads of Unit of EACEA and their secretary when processing data under their authority and supervision
- Heads of Department of EACEA and their secretary or assistant when processing data under their authority and supervision
- The Director of EACEA and their secretary or assistant when processing data under their authority and supervision
- The legal team of EACEA (in case of complaints)

The video records will be collected and accessible just to the TestReach support team, unless EACEA request them under specific circumstances (e.g.: in case of appeal), in which case the list above applies.

In case of control or dispute the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, Internal Audit Capacity, European Commission, OLAF, EU Courts etc.).

### **5. How long do we keep your personal data?**

EACEA keeps the written test, together with all the other documents containing personal data collected during the selection process, in the selection file for 2 years after the closing of the reserve list (12.3.4 D bis Common Retention List (CRL)).

TestReach keeps the personal data collected for a period of 6 months after the written test, and then anonymise it.

TestReach keeps the video data for a period of 6 month after the written test. After that period, videos are securely deleted, unless EACEA request to return them in a commonly agreed format in special circumstances (e.g.: in case of appeals by candidates or in case an incident occurs during the exam and

the test is suspended). In such case, the recording will be kept by EACEA for the time necessary to handle the incident or complaint/litigation.

## **6. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine-readable standard format (data portability).

NB: Considering the competitive nature of the selection process, the right to rectify information can only apply to the factual data processed within the concerned selection procedure. The right to rectify these data can only be exercised up to the closing date for submission of applications. However, inaccurate identification factual data may be rectified at any time during and after the selection procedure.

As this processing of your personal data is based on point of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

Article 25 of the data protection regulation provides that, in matters relating to the operation of EU institutions and bodies, the latter can restrict certain rights of individuals in exceptional circumstances and with the safeguards laid down in that Regulation. Such restrictions are provided for in internal rules adopted by EACEA and published in the Official Journal of the European Union (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29>).

Any such restriction will be limited in time, proportionate and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive a more specific data protection notice when this period has passed.

## **7. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time: <http://www.edps.europa.eu>.

## **8. On which legal basis are we processing your personal data?**

- Article 5(1)(a) of the data protection regulation: 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 (to be laid down in Union Law);
- Council Regulation (EC) No 58/2003 (laying down the statute for executive agencies): Article 18 lays down the general conditions regarding the staff to be recruited by the executive agencies.

- Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, Conditions of Employment of Other Servants of the European Communities, Articles 2 (f) and 12;
- Decision of the EACEA Steering Committee 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 ( Ares (2015) 1412826 of 31/03/2015).
- EACEA Guidelines for Temporary Agents (TA 2f) selection (Ares (2018) 4708298 of 13 September 2018).