

Nr.	Item	ESMA's Internal Mobility
1	Name of the Controller	Head of Resources Department hr.helpdesk@esma.europa.eu
1.1	Address of the Controller	201-203 rue de Bercy, 75012 Paris - France
1.2	ESMA Parts Entrusted with Processing	ESMA/RES/HR team/Recruitment
1.3	Processors (If any)	Outsourced HR tool - Adequasys 1 Rue Claude Bernard, 26100 Romans-sur-Isère (France)
2	Name and contact details of DPO	ESMA's DPO: dpo@esma.europa.eu
3	Name and contact details of joint controller (where applicable)	Not Applicable
4	Name and contact details of processor (where applicable)	Outsourced HR tool - Adequasys 1 Rue Claude Bernard, 26100 Romans-sur-Isère (France)
5	Purpose of the processing	<p>The purpose of the processing is to provide ESMA's statutory staff with the possibility to apply or to participate, based on the manager's recommendation, in internal mobility.</p> <p>The goal of the procedures is to identify the most suitable staff for internal transfer, manage and check the internal record and requests and to ensure that all steps of the procedure are carried out according to the EU Staff Regulations and implementing rules, in particular to ensure non-discrimination, equal treatment, impartiality, transparency and confidentiality to all steps.</p> <p>The legal basis for this processing operation is ESMA Regulation n. 2010/1095, Staff Regulations of Officials of the European Union (Staff Regulations) and the Conditions of Employment of Other Servants (CEOS), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, and in particular Articles 7(1) of Staff Regulations (Article 10 of CEOS), Articles 2(f) and 3(a) and 12(5) of the CEOS, ESMA's decision (ESMA/2015/MB/56 of 23 September 2015) on engagement and use of temporary agents (TAs) under Article 2(f) of the Conditions of Employments of Other Servants (CEOS), ESMA-2016-INT-38 ESMA internal mobility policy, ESMA-2016-INT-44 ESMA internal mobility procedure, ESMA-2016-206 ESMA Recruitment Policy</p> <p>SNEs: Declaration of interests before recruitment at ESMA (TAs/CAs): Article 11 and 11a of the Staff Regulations</p>
6	Description of categories of persons whose data ESMA processes and list of data categories	Requesters of internal mobility, ESMA's statutory staff proposed for internal mobility, hiring manager. Information provided in the applications (address, age, nationality, gender, languages spoken, education, work experience, skills/competencies, motivation to work at ESMA, former appraisals, performance records), information provided during the interview and written test (technical knowledge, skills, competencies), results of the selection procedure. Information provided by the selection committee members linked to absence of conflict of interest. Information provided during the engagement.
7	Time limit for keeping the data	<p>Information linked to the request/proposal for internal mobility will be kept for two years.</p> <p>The data relating to the non-selected candidates are kept in terms of the validity and the actual extension of the respective reserve lists, and then for the 2 years following the expiry of the list's validity.</p>
8	Recipients of the data	<p>The access rights to the personal data of data subject are restricted to ESMA's HR staff.</p> <p>Recipients within Authority:</p> <ul style="list-style-type: none"> - HR staff dealing with recruitment - Head of Resources Department - Executive Director of ESMA/Appointing Authority - Selection Committee Members (for the purpose of evaluation and selection) <p>Recipients outside Authority, if requested (European Union institutional bodies):</p> <ul style="list-style-type: none"> - Internal Audit Service of the Commission and the Court of Auditors (for audit purposes) - OLAF - Court of Justice of the European Union - European Ombudsman <p>- In the case of a candidate being placed on a reserve list, the information may be passed on to the member of staff and their Head of Department/Unit who requests to recruit a candidate for a similar vacancy.</p>
9	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
10	General description of security measures, where possible.	<p>The electronic documents relating to the mobility are filed in a secured resource on ESMA's server. The only persons with access to the folder are the authorised persons with a valid need-to-know.</p> <p>Some administrative data (mainly for the mobility procedure) are saved in the electronic automated system Allegro (change of position/job title, start/end date of the assignment/ transfer). The only persons with access to the secured resource are the HR authorised persons.</p>
11	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	https://www.esma.europa.eu/data-protection