

Record of Processing Activity

Recruitment of Temporary and Contract Agents and Seconded National Experts

1. Introduction

The Anti Money Laundering Authority (AMLA) processes your personal data based on Regulation (EU)2018/1725 of the European Parliament and of the Council 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 ¹.

2. Who is the data controller?

AMLA is the controller with regard to the data processing activities described in this data protection notice. AMLA can be contacted through the contact form in the [contact us](#) page of its website by choosing the topic “HR and Recruitment”.

3. Who is the data processor?

The Agency may engage third parties to process data on behalf of the Agency and, in particular, to carry out the following activities: online job application, proctored remote testing, Assessment Centres.

The contact details of the data processors are the following:

Activity	Provider	Contact
Online job application	Inasoft	contact@inasoft.fr
Non-automated proctored remote testing	TestReach	info@testreach.com
Assessment Centres	Hudson Benelux	be.privacy@hudson.com

¹ OJ L 295 21.11.2018, p. 39-98

4. Why do we process your personal data?

Your personal data is processed for the purpose of organising selection and recruitment procedures to recruit temporary agents, contract agents, seconded national experts and trainees.

5. What is the legal basis for processing your personal data?

- AMLA's founding regulation:
<https://data.consilium.europa.eu/doc/document/PE-35-2024-INIT/en/pdf>
- Article 12-15 and 82-84 of the Conditions of Employment of Other Servants (CEOS) of the European Union with regard to temporary and contract agents data ².
- Model decision C(2015) 1509 final of 4/3/2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS as regards decentralised agencies and Joint Undertakings on which AMLA will align its practice until the executive board adopt the decision.
- Model decision C(2019) 3016 final of 2.5.2019 on giving the Commission's ex ante agreement to the adoption by decentralised agencies and joint undertakings of the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a of those Conditions of Employment on which AMLA will align its practice until the executive board adopt the decision.

The processing is necessary for the management and functioning of AMLA and therefore lawful in accordance with Article 5(a) of Regulation (EU)2018/1725. In addition, since the participation in this type of procedures is not mandatory, the processing is also lawful under Article 5(d) of the Regulation insofar as it is based on consent given by the applicant(s).

6. Which personal data do we collect and process?

AMLA collects and processes personal data for the purposes of selection and recruitment of staff to carry out its tasks and functions. The recruitment process involves several steps:

In relation to your application:

² Council Regulation (EEC, Euratom, ECSC) N° 259/68 of the Council of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants

- Identification and contact information: name, surname, mobile number, email address, etc;
- Gender;
- Nationality;
- Date of birth;
- Education (degree name, date, name and country of awarding body); •
- Knowledge of languages;
- Career history/Work experience (dates, job title, description, employer)
- Traineeships (dates, job title, description, employer)
- Pre-selection essential and other criteria for each specific vacancy (depends on each vacancy);
- Motivation;
- Information on military service;
- Information on skills, management experience and personal qualities related to the selection criteria set for each specific profile
- Information related to special individual needs to participate in the selection procedure (at the discretion of the candidate)

Selection and Recruitment

- Written test – if applicable
- Information or documentation on a confirmed medical condition about any special individual needs requiring adjustments to attend the written test
- Selection report
- Copy of passport or identity card
- copy of the diploma(s) or certificates(s) of the required level of education
- Employment certificates/contracts/reference letters from previous and current employers, payslips.
- Birth certificate
- Birth certificate of children – if applicable
- Civil status certificate
- Marriage certificate – if applicable
- Residence certificate
- Proof of residence of family members as required to claim certain entitlements
- Criminal record
- Information about completion of military service (if applicable)
- Financial data for reimbursements of expenses and bank account details

7. The personal data of candidates will be accessible to:

- The relevant AMLA Human Resources staff members
- The members of the Selection Board (internal or external) appointed by the Ad interim/Executive Director
- The ad interim director/director as appointing authority – if necessary

- The relevant AMLA staff in charge of reimbursement of costs linked to the selection (including the pre employment medical examination)
- The relevant legal staff (internal or external in case of complaint)– if necessary
- Any other EU body upon request and after written consent of the listed candidate in a reserve list which would be used for any future vacancies in the similar field of work
- In case the Agency outsources services to third parties, such as, but not limited to, selection providers or test administrators, personal data of the candidates may be shared with them in order to organise the procedure

If required, access will be given to EU staff with the statutory right to access the data required by their function; i.e. the European Ombudsman, the internal audit service, the European Court of Auditors, OLAF, the European Data protection Supervisor.

8. How long do we keep your personal data?

- **Successful candidates:** data will be stored in the personal file (Art 26 of the staff regulations) and for ten years as of the termination of employment or as of last pension payment.
- **Candidates included on a reserve list but not recruited:** the data will be stored for the duration of the validity of the reserve list and then for 3 years following the expiry of the reserve list's validity.
- **Non successful candidates:** data will be kept for 3 years after the related selection process is finished.
- **Processing for reimbursement:** Personal data related to the payment of travel and or accommodation: expenses of candidates invited for interviews are kept for the period required for budget discharge (7 Years)
- **Video recordings of the non-automated proctored remote testing:** 6 months after the exam

9. Data subject rights

Data subjects, i.e. the natural persons whose personal data are processed, have certain rights under the [Regulation \(EU\) 2018/1725](#). In particular, the following rights are provided to the data subjects (under articles 16 to 24 of the Regulation):

- **Right to be informed** of any processing of their personal data, including information on the controller (who is in charge of the processing), the purpose and the legal basis, the types of data being processed, data recipients, time limits for the processing, as well as possible transfers of personal data to third countries;
- **Right of access** to one's personal data, including information on the purpose of the processing of the data, the types of data, data recipients, time limits, as well as possible transfers of personal data to third countries;

- **Right to rectify** (correct) one's personal data when inaccurate or incomplete;
- **Right to have data erased** ("right to be forgotten") under certain circumstances (e.g. when the data is no longer necessary for the purpose for which they were collected);
- **Right to restrict** the processing of personal data under certain circumstances (e.g. when the accuracy of the data is contested);
- **Right to object** to the processing of personal data under certain circumstances;
- **Right not be subject to a decision based solely on automated processing**, including profiling, which produces legal effects concerning the data subject or similarly significantly affects him or her.

10. You have the right to lodge a complaint

If you have any remarks or complaints regarding the way we process your personal data, we invite you to use the 'contact us form' in the [contact us](#) page, choosing the topic "HR and Recruitment".

AMLA is in its start-up phase and the data protection officer has not been yet appointed. As soon as the DPO is appointed, his contact details will be made available on [AMLA's website](#).

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following email address: edps@edps.europa.eu.