

## European Global Navigation Satellite Systems Agency

For more information on GSA please consult our website:

<http://www.gsa.europa.eu/gsa/overview>

The European Global Navigation Satellite Systems Agency (GSA) has set up a selection procedure that aims to establish a reserve list (three-year contract with the possibility of renewal on the conditions set out in the Staff Regulations and in the Conditions of Employment for Other Servants) for:

### Deputy Local Security Officer (DLSO)

(Vacancy Reference Number: GSA/2016/534)

<b>Date of Publication:</b>	26/01/2016	<b>Deadline for applications:</b>	23/02/2016 by 23:59 hours (CET)
<b>Type of Contract:</b>	Contract Agent	<b>Grade/Function Group:</b>	FGIV
<b>Place of employment<sup>1</sup>:</b>	Saint-Germain-en-Laye (France)		
<b>Contract Duration:</b>	3 years with possibility of renewal	<b>Desired Start Date:</b>	As soon as possible
<b>Organisational Department:</b>	GSMC Department, Technical team		
<b>Reporting To:</b>	GSMC Technical Manager	<b>Possible reserve list valid until:</b>	31/12/2017
<b>Level of security clearance<sup>2</sup>:</b>	SECRET UE EU SECRET		

<sup>1</sup> The place of employment of the Staff Member shall be at the offices of the Agency in Saint-Germain-en-Laye, France, subject to changes in the interest of the service and always under due consideration of the Staff Member's interests.

<sup>2</sup> The successful candidate must hold a valid **personnel security clearance** at the above defined EU level or to be able and willing to apply for a security clearance immediately after the contract award. The procedure for obtaining a personnel security clearance shall be initiated on request of the employer only, and not by the individual candidate.

## 1. GALILEO AND GALILEO SECURITY MONITORING CENTRE

### GALILEO

Galileo is the European Union's future autonomous Global Navigation Satellite System (GNSS) which will be interoperable with other existing GNSS systems, in particular the United States Global Positioning System (GPS).

The main services that have already been specified for Galileo are the following:

- Open Service (OS) - shall provide position and timing signals, free of user charge. Performance will be competitive with, but complementary to, GPS to enable dual constellation usage.
- Public Regulated Service (PRS) - This service provides position and timing to specific government-designated users requiring a high continuity of service. Access to this service will be controlled with the encryption of the space signals and usage of approved receivers that have the signal decryption keys.
- Search and Rescue Services (SAR) - Galileo will improve the time to detection and the accuracy of location of distress beacons over the current Search and Rescue services provided by COSPAS-SARSAT. It will also provide an acknowledgement to the user of receipt of the distress message.

### GSMC

The Galileo Security Monitoring Centre (GSMC) will be the hub of European GNSS security. It has the mission to provide a protected EU facility that offers a secure method for public regulated services (PRS) users to interact with the Galileo System Operator. This will simplify the operation of the Galileo system and provide assurance to PRS users that sensitive information relating to their use of Galileo is suitably managed and protected. The GSMC also coordinates the implementation of Joint Action instructions received from the EU SitCen (Situation Centre).

More information is available at: <http://www.gsa.europa.eu/security/gsmc>

The operation of the GSMCs within the Galileo system is the responsibility of the GSA. It will be required to deliver the following specific missions:

- Management of PRS access;
- Galileo security monitoring;
- Response to European GNSS crisis and security events;
- Provision of European GNSS security expertise and analysis.

Recruitment for the GSMC started in 2011 and shall continue with a view for the GSMC to start operations mid-2016. The organisation is composed of three teams reporting to the GSMC Manager: the Operations Team, the Technical Team and the Administrative Team.

**The Technical Team:** a team of 8-10 GSMC staff working under the supervision of the GSMC Technical Manager. Its primary missions are to (1) ensure for the Operations Team suitable technical infrastructure (buildings provided by France and UK, and information technology assets); (2) ensure appropriate security operating measures and document exchange implemented in the centre (the DLSO will support the Technical Team in that matter); (3) contribute to other GSMC missions.



### Location

The GSMC building facilities and Galileo related information technology equipment are positioned at two sites:

- GSMC FR: located in Saint-Germain-en-Laye, France. The GSMC has a dedicated building and area. The site itself is situated within the military base of 'Camps des Loges'. The GSMC FR is the main site of the GSMC Operations.
- GSMC UK: located in Swanwick, the United Kingdom. The GSMC is part of a building of NATS (UK's air traffic control operator). The GSMC UK is a backup site for the GSMC Operations.

## 2. TASKS AND RESPONSIBILITIES

The DLSO shall contribute to ensuring the protection of EU Classified Information (EUCI) at the GSMC in compliance with the relevant legislation by managing the overall GSMC security including physical security, document security and personnel security.

The DLSO will belong to the GSMC Technical team, reporting to the GSMC Technical Manager<sup>3</sup>. He/she will perform his/her duties according to the procedures/tasks approved at the GSMC and contribute strongly to their drafting and updates.

The jobholder's tasks and responsibilities shall or may include, without limitation and subject to adjustment by his/her reporting line:

- Assuming general security responsibilities: **ensure that good security practices** are in place at all times by promoting the GSMC Security Culture with the ultimate scope of protecting the GSMC staff, assets and information
- Contributing to the establishment, maintenance and execution follow-up of the **security procedures** jointly with the parties hosting the GSMC facilities as well as relevant security authorities regarding:
  - The use and access policies of any security related systems (e.g. access control systems, CCTV monitoring systems, badges, etc.)
  - The use and activities of the guards whenever needed to maintain solid security environment of the premises
- Monitoring and reporting on security incidents and events, including infrastructure, EU classified information, equipment and personnel
- **Managing the guarding contract**
  - Drafting terms of reference for each specific contract and managing such contracts services (approving invoices, and managing budget planning and use)
  - Ensuring regular reporting and action tracking
  - Establishing jointly detailed working procedures at the interface of GSMC staff duties, guards' duties and other stakeholder companies/personnel accessing the site
  - Communicating on almost daily base instructions for access control and reaction to any reported events

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<sup>3</sup> The hierarchical reporting line may change in line with the operational necessity and in particular be re-directed to the general Agency LSO in Prague Headquarters (or be combined with such –additional– reporting line).

- Contributing to drafting specifications of guarding contract tender and contribute as member to tender evaluations. The contract covers 24/7 operations of at least 2 guards at the GSMC site
- Managing security keys and combinations, responsibility for ensuring the proper handling, storage and audit of (physical) security keys
- Debriefing any person prior to definitive departure from the GSMC regarding the confidentiality rules related to the GSMC and to confirm that EU CI handled by the official has been properly stored, protected or destroyed and that it will not be taken by the official to the new post
- **Contributing to the security training/awareness briefings:** providing regular update briefings for personnel authorised on the site and the induction security briefings to newcomers
- Promoting security awareness: both general and related to physical security, document security and personnel security
- Developing and maintaining emergency evacuation and destruction plans of GSMC EU CI (including the emergency evacuation of GSMC Crypto material)
- Monitoring the implementation of any recommendations made by the European Commission Security Directorate inspectors and security supervisors following security audits/inspections of the GSMC
- Performing audits of the GSMC EU CI registry (ies) and other security systems under his/her responsibility
- The DLSO **shall be available for regular on-call duties outside normal working hours** (availability by phone with readiness to come back to the site within predefined elapsed times that will be established to meet operational external requirements). The duties associated with such 'on-call' shall be of a nature similar to those of the main duties of the post, but will also include a wider set of activities aimed at ensuring the security and technical availability of the site focussing on feared events and their related initial reaction procedures
- Monitoring the physical security of the communications infrastructure, network assets and database infrastructure for indications of internal or external violation of the system
- Providing support to classified meetings hosted at the GSMC premises
- Managing and monitoring the access into the GSMC of all categories of personnel – visitors and GSA/GSMC Staff members
- Ensuring the maintenance of the GSMC databases of:
  - Personal security clearance authorisations validity for GSMC staff (to be requested via the GSA central security office)
  - Requests for visits and clearance information for NON-GSMC Staff
  - Visits requests and visits performed with details of the person in charge each time for the access decision and security
  - List of the site personnel authorised on site and their badges configurations
- **Liaising with relevant authorities and partners, in particular with:**
  - The Central Security Office in the GSA Headquarters which defines the policies and establishes instruments to ensure that the security rules are respected and the security policies are consistently applied throughout the Agency. The office also takes care of the personal security clearance requests for GSA staff members
  - The Camps des Loges military security personnel for all matters relating to the access to the GSMC site and the surrounding security



- Police, Fire brigade, Préfecture, Local Security Accreditation Authority and similar authorities that are supporting the GSMC or with whom the GSMC has to interface in case of safety or security incidents at the GSMC, and for the implementation of the 'Critical National Infrastructure' status of the GSMC
- The GSA Data Protection Office (DPO)
- The Local Informatics Security Officer
- The GSMC UK site in matters of security

**Other relevant duties as required:**

- The DLSO may act temporarily, while maintaining his/her DLSO duties, as a backup for any other post of the GSMC in relation to security (currently the posts of Registry Control Officer, Crypto Custodian, COMSEC Officer (with measures to avoid conflicting duties)
- Contributing to the business continuity plans of the GSMC in areas related to his/her responsibilities and in areas related to staff emergency evacuation or relocation (to other GSMC sites)
- He/she may be designated as local Fire safety officer and/or contributor to the fire immediate response teams
- He/she may be designated as health and safety central GSMC point for assisting GSMC, GSA and partners in fulfilling their duties in health and safety matters (e.g. prevention, safety documentation)
- Participating in selected working groups related to the post duties upon designation by GSMC Management
- Participating in security accreditation tasks, especially audits/inspections carried out by the Galileo Security Accreditation Panel and GSA information systems
- Contributing to the GSMC and GSA Risk management activities
- Supporting the person(s) in charge of the GSMC accreditation files, in relation to his/her main area of activity, the preparation and maintenance of the GSMC accreditation files requested by the Galileo Programme, as defined mainly in the Galileo System Accreditation Strategy (SAS), System Security Requirement Statement (SSRS) and Security Accreditation and Certification Plan (SACP)
- Supporting the other GSMC/GSA personnel in preparing and implementing the GSMC part of a GSA Information Security Management System, as defined by the ISO standard 27001
- Preparing security annexes to GSMC industrial contracts and contributing to the maintenance and evolution of the European GNSS Industrial Security Framework (e.g. the European GNSS Programmes' Security Instructions).
- Could be designated as Local Informatics Security Officer for a selection of IT systems used by the GSMC
- Managing other contractors' contributions to his/her duties

**Language use:** The above tasks and responsibilities will be conducted in the:

- **English language:** most of the documentation and interactions with the GSA staff and other personnel coming to the GSMC site, as well as Galileo program stakeholders
- **French language:** relationships with the French authorities and Camps-des-Loges personnel, managing the guarding contract and interactions with the guards, personnel of contractors involved in facilities management services

**Working location:**

The DLSO work location will be the French GSMC site. However, the job holder may be requested to go on frequent missions and have temporary detachments to other GSA premises to perform similar tasks (including backup type of duties).

### 3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

#### A. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

1. Have a level of education which corresponds to completed university studies<sup>4</sup> of at least three years attested by a diploma and appropriate professional experience of at least one year after obtaining the final diploma;
2. In addition to the above, appropriate professional experience<sup>5</sup> of at least one year after obtaining the final diploma/certificate;
3. Be a national of a Member State of the European Union or Norway;
4. Be entitled to his or her full rights as citizen;
5. Have fulfilled any obligations imposed by the applicable laws concerning military service;
6. Meet the character requirements for the duties involved<sup>6</sup>;
7. Have a thorough knowledge of one of the languages of the European Union<sup>7</sup> and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties;
8. Be physically fit to perform the duties linked to the post<sup>8</sup>.

<sup>4</sup> Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

<sup>5</sup> Only appropriate professional experience acquired after achieving the minimum qualification stated in A.1 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in A.1. shall be taken into consideration. Internships will be taken into consideration, if they are paid. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

<sup>6</sup> Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

<sup>7</sup> The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.

<sup>8</sup> Before a successful candidate can be appointed, s/he will be medically examined by a selected medical service so that the Agency is satisfied that s/he fulfils the requirement of Article 28(e) of the Staff Regulation of Officials of the European Communities.

## **B. SELECTION CRITERIA**

All eligible applications, according to the afore-mentioned criteria (part A), will be assessed against the requirements listed below.

Please note that non-compliance with any of the Essential requirements (B.1) will result in the exclusion of the candidate from the selection process.

Advantageous requirements (B.2) constitute additional assets and will not result in exclusion, if not fulfilled.

### **1) Essential qualifications and experience**

- i. Proven experience relevant to the above described tasks and responsibilities, such as ensuring appropriate security practices and procedures, handling classified material, dealing with protection of people, assets and information, managing guarding and security stakeholders contracts, contributing to security awareness and trainings
- ii. Experience in defining and enforcing industrial security rules and associated legal matters
- iii. Experience in security investigation, audits and inspections
- iv. Knowledge of both written and spoken English
- v. Knowledge of both written and spoken French

### **2) Advantageous qualifications and experience**

- vi. Valid Personnel Security Clearance Certificate at or above the EU SECRET level<sup>9</sup>
- vii. Experience and/or knowledge of the institutional framework and functioning of the European Union, in particular with regard to security regulations and GNSS
- viii. Experience in anti-fire, health and safety matters

### **3) Behavioural competencies**

- ix. Motivation - open and positive attitude
- x. Excellent communication skills
- xi. Working with others
- xii. Stress management & flexibility
- xiii. Analytical & problem solving skills
- xiv. Delivering quality and results
- xv. Prioritising and organisational skills

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<sup>9</sup> Candidates are required to have a security clearance up to EU SECRET to perform the tasks subject to this Vacancy Notice. Should candidates not have such clearance at the time of the application, the GSA may still chose to award the employment contract but the appointed candidate has to be eligible to obtain the required clearance within 12 months of the initiation of the process to obtain such clearance in order to retain the position.



#### 4. SELECTION PROCEDURE

The selection procedure includes the following steps:

- After registration, each application will be checked in order to verify that it meets the eligibility criteria.
- All eligible applications will be evaluated by a Selection Board based on the selection criteria defined in this vacancy notice.
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for an interview. The minimum threshold is 65% of the total points.
- During the interview, the Selection Board will examine each candidate's profile and will assess their relevancy for this post. In order to support the evaluation via interview, shortlisted candidates will be required to undergo written tests relevant to the job content (the minimum threshold for this test is 50% of the total points allocated for it) and to complete part of the process in their second EU language. All candidates short-listed for an interview will also be requested to complete an online Business Attitude Questionnaire.
- Candidates will be requested to bring with them on the day of the interview photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. GSA has the right to disqualify applicants who fail to submit all the required documents.
- As a result of the interviews, the Selection Board will recommend the most suitable candidate(s) for this post to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 65% of the total points.
- The reserve list will be presented to the Appointing Authority who ultimately may appoint the successful candidate to the post.
- The established reserve list may also be used for recruitment of similar posts depending on the Agency's needs. Where a similar post becomes available, the Appointing Authority may select applicants from the list according to their profile in relation to the specific requirements of the post to be filled. However, inclusion on the reserve list does not guarantee recruitment.
- If, at any stage of the procedure, it is established that any of the information the candidate provided is incorrect, the candidate in question will be disqualified.

<b>Indicative date for the interview and written test<sup>10</sup>:</b>	March/April 2016
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**Candidates are strictly forbidden to make any contact with the Selection Board members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

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<sup>10</sup> The date might be modified depending on the availability of the Selection Board members.



## 5. APPLICATION PROCEDURE

For applications to be considered valid, candidates must submit an email to [jobs@gsa.europa.eu](mailto:jobs@gsa.europa.eu) with a subject line of 'SURNAME\_Name\_Vacancy Reference Number' and which contains the Agency's approved application form (Download it here: <http://www.gsa.europa.eu/gsa/jobs-opportunities>).

This form must be:

- Completed in English
- Fully completed, pointing out the professional experience relevant to this position (incl. calculation of years, months)
- Printed, signed and clearly scanned in (in one single document)
- Named as follows: SURNAME\_Name\_Vacancy\_Ref. number (e.g. SPENCER\_Marc\_GSA.2015.123)

The application will be rejected if it is not duly completed, if it is not signed by hand.

**Further supporting documents showing evidence of the information given in the application will be requested at a later stage.**

No documents will be sent back to candidates.

**Applications must be sent to [jobs@gsa.europa.eu](mailto:jobs@gsa.europa.eu) and received by the deadline listed on page 01 of this vacancy notice at the latest, clearly indicating the vacancy reference number in the subject line.**

**Applications sent after the deadline will not be considered.**

Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The Agency cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

## 6. APPEAL PROCEDURE

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European GNSS Agency (GSA)  
Human Resources Department  
Janovského 438/2  
170 00 Prague 7  
Czech Republic

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal  
Boulevard Konrad Adenauer  
Luxembourg 2925  
LUXEMBOURG



For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: [http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](http://curia.europa.eu/jcms/jcms/Jo1_6308/). The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
FRANCE  
<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.



## 7. SUMMARY OF CONDITIONS OF EMPLOYMENT

### I. FINANCIAL ENTITLEMENTS

The remuneration consists of a basic salary<sup>11</sup> and, where applicable, additional allowances<sup>12</sup>, paid on a monthly basis and reimbursements<sup>13</sup>, paid upon their evidenced occurrence.

The sum of the basic salary and the applicable additional allowances is weighted by the correction coefficient applicable for the location of the post<sup>14</sup>. The sum of usual social deductions from salary at source is subtracted from the weighted amount<sup>15</sup>. The full pay is exempted from the national income tax, but is subject to the internal income tax and the solidarity levy<sup>16</sup>.

Examples of net monthly salaries are presented below:

FG IV 13 (less than 8 years of work experience) <sup>17</sup>		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
3,139.59 EUR	3,622.18 EUR	4,533.59 EUR

### II. LEAVE ENTITLEMENTS

Staff is entitled to annual leave of two working days per each complete calendar month of service plus additional days for the grade, age, home leaves for expatriates and an average of 16 GSA public holidays per year.

Special leave is granted for certain circumstances such as marriage, moving, elections, birth or adoption of a child, serious sickness of spouse, etc.

### III. SOCIAL SECURITY

The pension scheme provides a very competitive pension after a minimum of 10 years of service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at GSA may be transferred into the EU pension system.

GSA's benefits include an attractive Health insurance: staff is covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, accident and occupational disease, and could be entitled to unemployment and to invalidity allowances.

<sup>11</sup> As per Articles 92 and 93 CEOS.

<sup>12</sup> **Household allowance** (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold); **Dependent child allowance** (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme); **Education allowances** (in very specific cases) or **Payment of the education fees** applicable to the educational institutions GSA has agreement with (currently more than 17 international schools in the Czech Republic and France); **Expatriation allowance** (16% of the sum of basic salary and other applicable allowances).

<sup>13</sup> If staff member is requested to change their residence in order to take up the duties, s/he will be entitled to: **reimbursement of the travel costs**; **temporary daily subsistence allowance** (e.g. EUR 40.43 for up to 10 months or EUR 32.59 for 120 days, if not entitled to household allowance); **installation allowance** (depending on personal situation, 1 or 2 months of the basic salary – paid upon successful completion of the nine-month probationary period).

<sup>14</sup> Currently **correction coefficients** for the GSA duty locations are: 73.4% for CZ, 114.6% for FR, 166.9% for UK. The coefficient is updated every year, with retroactive effect from 1 July.

<sup>15</sup> Pension (10,1%); health insurance (1,70%); accident cover (0,10%); unemployment insurance (0,81%).

<sup>16</sup> Currently: income tax: tax levied progressively at a rate of between 8% and 45% of the taxable portion of the salary; solidarity levy: 6%.

<sup>17</sup> Kindly note that the numbers in examples b) and c) are indicative and net monthly remuneration varies depending on the personal, life and social situation of the incumbent. **The various components of the remuneration are updated every year, with retroactive effect from 1 July.**



#### IV. PROFESSIONAL DEVELOPMENT AND BENEFITS CONTRIBUTING TO WORK-LIFE BALANCE

GSA aims at creating and maintaining a supportive and healthy work environment that enables staff members to have balance between work and personal responsibilities, for example through flexible working time arrangements.

GSA also offers a wide range of training courses to develop staff members' personal skills and keep in touch with the latest developments in their field. The training and professional development opportunities are attuned to the career plan and requirements of the departments.

#### 8. COMMITMENT

##### **Declaration of commitment to serve the public interest independently:**

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interest that might be considered prejudicial to his/her independence.

The jobholder will be required to carry out his/her duties and conduct him/herself solely with the interests of the European Union in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his/her institution. He/she shall carry out the duties assigned with objectivity, impartiality and loyalty to the European Union.

##### **Commitment to promote equal opportunities:**

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.



## 9. DATA PROTECTION

The personal information GSA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at GSA. All personal data collected will only be used for this purpose and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security.

Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to GSA.

Applicants have a right to access their data. They have a right to update or correct at any time their identification data. On the other hand, data demonstrating compliance with the eligibility and selection criteria may not be updated or corrected after the closing date for the respective selection procedure.

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the GSA.