

# Privacy Statement

## ECA as Chair of the INTOSAI Professional Standards Committee

This privacy statement relates to the processing of personal data submitted by candidates applying in response to a call for expressions of interest to work for one of INTOSAI's committees ("We"). It details how we process your data and all correspondence exchanged in that regard.

It does not apply to other selection procedures that are not controlled by INTOSAI's committees that you might have followed.

We will process your personal data in compliance with applicable data protection and data privacy requirements.

By replying to this call for expression of interest, you acknowledge and agree to your personal data being processed as described in this privacy statement.

### Who is responsible for the handling of your data?

The controller for this process is the ECA as Chair of the INTOSAI Professional Standards Committee, the other INTOSAI Goal Chairs, and the Forum for INTOSAI Professional Pronouncements with whom your data will be shared and who might potentially recruit you.

### Why do we collect your data?

We collect and store personal data as part of the call for expression of interest to recruit staff for INTOSAI's committees. This involves assessing the merits of all the candidates with a view to their possible recruitment, as well as responding to general questions concerning recruitment and share their profile and information amongst INTOSAI's committees.

The personal data we collect in this process will be stored in an electronic format (including e-mail) on our internal IT systems. An external cloud communication system (Microsoft M365) is used when exchanging information via e-mail.

Your information may be shared between the INTOSAI Committees for decision-making purposes.

Your personal data will not be processed for any purpose other than that for which it has been collected.

### What are the rules governing the use of your data?

All the INTOSAI Committees comply with data protection regulations applicable to them (e.g. GDPR, national data protection laws, EUDPR).

Additionally, processing your personal data is necessary to take steps at your request before potentially entering into a membership relation with the Forum for INTOSAI Professional Pronouncements.

### What personal data do we collect?

To receive expressions of interest for new staff at INTOSAI's committees, we will solely gather:

- **identification details** (name, family name, telephone number, and email) along with
- the **professional information** provided in the submitted Curriculum Vitae.

## Who has access to your data and to whom is it disclosed?

Members of the INTOSAI Committees will have access to your data according to the “need to know” principle.

## How do we protect your data?

INTOSAI’s Committees’ functioning and management are covered by the numerous measures implemented to protect the availability, integrity and confidentiality of the INTOSAI’s Committees’ electronic assets.

Access rights are always granted on a “need to know” basis, taking account of the role, post and responsibilities of the person concerned.

## How long do we keep your data?

Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected, including any legal, accounting, or reporting requirements.

Applications received in response to a call for expressions of interest will be retained for (1) year, counting from the closure of the corresponding procedure.

Upon reaching the end of the retention period, personal data will be securely erased unless further retention is required by law or for legitimate business purposes.

Regarding applicants who were selected to join the INTOSAI Committees, data will be retained as long as you work at a given INTOSAI committee, and 1 year from the termination of the relationship with INTOSAI.

## What are your rights?

Your rights in respect of your personal data are the following:

- You have the right to access your personal data, to have it rectified without undue delay if it is inaccurate or incomplete and withdraw your consent at any time.
- Under certain circumstances, you have the right to ask us to erase your personal data or to restrict its use.
- Where applicable, you have the right to object to the processing of your personal data, at any time, on grounds relating to your situation, and the right to data portability.
- Where the processing of your personal data is based on your consent, you may withdraw that consent at any time, following which your personal data will be irrevocably removed from our records without undue delay and you will be informed, unless such deletion is prevented by a legal/contractual obligation.
- We will consider your request, take a decision, and communicate it to you without undue delay and in any event within one month of receipt of the request. This period may be extended by two further months where necessary.

- You are not subject to automated decisions (made solely by machines), including profiling when participating in this selection procedure.
- You can exercise your rights by contacting the data controller, using the contact information given below.

## Whom should you contact if you have a query or complaint?

The first point of contact is the Chair of the INTOSAI Professional Standards Committee at: [ECA-PSC@eca.europa.eu](mailto:ECA-PSC@eca.europa.eu)

If you have concerns about the processing of your personal data, you may also contact the Data Protection Officer at [eca-data-protection@eca.europa.eu](mailto:eca-data-protection@eca.europa.eu).

Additionally, you have the right to lodge a complaint, at any time, with the Data Protection Authority in your country.