

## PRIVACY NOTICE

### Selection Procedure for Traineeships

This Privacy Notice explains what kind of personal data the Agency collects from you when you submit your traineeship application and explains how the Agency uses your personal data.

#### **1. Why we collect personal data?**

The Agency collects personal data in order to allow it to process and evaluate the received applications in relation to the selection procedure for trainees.

#### **2. What kind of data does the Agency collect?**

The Agency collects data from the applicants regarding:

- identification (name, surname, date of birth, gender, nationality, photo, a copy of ID or Passport, social security certificate, medical certificate, military/civil service record, criminal record);
- contact details (postal address, email address, phone, mobile and fax number);
- experience (work experience, education, training skills, languages, true certified copies of their diplomas, letter of motivation);
- banking details (financial identification form, bank account information);

#### **3. Who is responsible for the processing of the data?**

The Agency is the legal entity for the processing of personal data and who determines the objective of this processing activity. The Head of Corporate Services Department is the responsible function for this processing operation.

#### **4. Which is the legal basis for this processing operation?**

The Agency runs on an annual basis a traineeship programme allowing university graduates to apply to it. Decision CS/023/2017 specifies the rules governing the traineeship programme. Hence, this decision is also the legal basis for this processing operation, which is in accordance with Article 5(a) of Regulation (EC) No 45/2001.

Furthermore, as the traineeship programme is voluntary, the processing of the personal data is also in accordance with Article 5(d) of Regulation (EC) No 45/2001.

In case of trainees, although the Staff Regulations and Conditions of Employment of Other Servants are not directly applicable to trainees, the latter are still considered to be part of the staff of the Agency. Thus, the collection of criminal records and medical certificates are justified based on Article 28 of Staff Regulation and Article 12(2) of the Conditions of Employment.

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### 5. Who can see my data?

During the selection process, the personal data of the applicants are accessible by a restricted number of staff. These include, the Human Resources within the Corporate Services Department, the Head of Department and staff working within the department that the applicant applied for, and the Agency's Director.

### 6. How to control your data?

You can access, modify or delete your personal data by sending an email request to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu). More details are provided below.

### 7. Can I access my data?

You have the right to access your data at any time and free of charge, by sending an email request to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu). However, if you are a candidate you have the right to access your evaluation results, except comparative results of other applicants or of the opinions of individual members that assessed your application.

### 8. Can I modify my data?

You have the right to modify your data without delay of inaccurate or incomplete personal data at any time by sending an email request to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu). You have the right to update or correct at any time your 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.

### 9. Can I block you from processing my data?

You have the right to block the processing of your personal data at any time by sending an email request to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu) when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data.

### 10. Can I delete my data?

You have the right to delete your data at any time by sending an email request to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu) when the processing activity is unlawful.

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### 11. Do we share your data with other organisations?

Personal data is processed by the Agency only. In case that we need share your data with third parties, you will be notified to whom your personal data has been shared with.

### 12. Do I have the right to object?

Yes, you have the right to object at any time by sending an email request to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu) when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

The Agency will address your requests within 15 working days from the receipt of the request.

### 13. What can I do in the event of a problem?

a) The first step is to notify the Agency by sending an email to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu) and ask us to take action.

b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu).

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

### 14. When will we start the processing operation?

We will start the processing operation when you are submitting your application for the trainee position within our Agency.

### 15. Security of personal data

The Agency has in place several security controls to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on computer systems with limited access to a specify audience only.

### 16. How long do we keep your data?

The Agency will keep your personal data if you are:

- a) A recruited candidate for a trainee position for five years counting from the starting of the traineeship contract. In this case, upon arrival, we will check your criminal record and give it back to you.



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b) A non-recruited candidate for a trainee position for two years counting from the starting date of the traineeship period that you have applied.

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