

## **Privacy Statement – Internship**

The Agency would like to inform the Interns on the processing of their personal data related to their selection.

### **Purpose**

Personal data is collected by the FRA for the sole purpose of the selection of interns.

Internships aim to provide interns with an understanding of the objectives and activities of the Agency, a practical experience and knowledge of the day-to-day work of the FRA and the possibility to put their learning into practice and contribute to the Agency's mission.

### **Data Controller**

The Data Controller is the Head of Department Human Resources and Planning.

### **Legal Basis**

The legal basis of the processing operation relating to internship is the FRA Decision n° 2011/45 and the Articles 5(b) and 5(d) of Regulation 45/2001.

### **Data categories**

Data subjects are all individuals applying for an internship at the FRA pursuant to the Rules governing internship programme at the FRA.

Data subjects submit an on-line Application Form attaching their CV in Europass Format. Both forms include information such as name, surname, personal contact data, date of birth, gender, nationality, country of residence.

Upon recruitment, data subjects provide copies of their education diplomas, language certificates, extract of their criminal records, proof of medical insurance and medical aptitude certificate; they receive forms to complete such as Legal Entity Form, Financial Identification Form including information on their bank details, account number, Emergency detail form, Declaration of confidentiality and legitimation card application form.

### **Recipients of the data**

During the selection process, the personal data of the applicants are handled by restricted number of staff in the Human Resources and Planning Department, the Head of Department where the data subject has chosen to perform the internship and the Director of the FRA when signing the internship contracts.

Personal data of recruited interns are handled from restricted number of staff in the Human Resources and Planning Department and the accountant of the FRA for the payment of the monthly grant.

### **Right of access, rectification, blocking and erasure**

Data Subjects are informed of the following rights in line with Article 13 and 14 of Regulation 45/2001:

Data subjects send an e-mail to the recruitment functional mailbox (recruitment@fra.europa.eu) requesting to rectify, block or erase their data while the deadline of the application is still on. After the closure of submission of applications, the data subjects may only send an e-mail to recruitment functional mailbox requesting to correct their address, telephone number or e-mail address that might have changed since the submission of their application.

Recruited data subjects have the right to access and rectify their personal data upon written request e.g. e-mail to the Data Controller at his office e-mail address.

The right of rectification applies only to factual data.

The right of blocking data applies to the following two cases: (1) when the data subject contests the accuracy of his/her data, the data will be blocked immediately for a period which is necessary to verify the accuracy, including the completeness of the data, (2) when the data subject requires the blocking of his/her data because the processing is considered as unlawful, or when data must be blocked for the purpose of proof, the Agency will make a decision on whether or not to block the data as soon as possible, and within a maximum of 15 working days.

Data subjects may be given access to their evaluation results, if they request so, regarding all stages of the selection procedure (i.e. eligibility checks and selection) in a form of aggregated data. Access should be granted to neither to any comparative data concerning other applicants, nor to the individual opinions of the members of FRA staff making the selection.

Data subjects have also the right to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>.

## **Retention policy**

Recruited interns: five years started counting from the starting date of the internship contract. This period covers budgetary discharge and lodging a complaint to the Director of the FRA or the European Ombudsman.

Extract of criminal records, proof of medical insurance and medical aptitude certificates are kept for 2 years from the starting date of Internship contract.

Unsuccessful interns: two years started counting from the starting date of the internship period they have applied. This period covers complaints data subject may lodge to the Director of the FRA or the European Ombudsman.