

## **Privacy statement regarding the traineeship programme at the EUISS**

### **Purpose**

Personal data is collected by the EUISS for the sole purpose of the selection of trainees.

### **Data Controller**

The Data Controller is the EUISS and specifically the traineeship coordinator.

### **Legal Basis**

The legal basis of the processing operation is the Decision of the Director of the EUISS: “Rules governing the traineeship programme at the EUISS”.

### **Data categories**

Data subjects are all individuals applying for a traineeship at the EUISS.

Data subjects submit an online application containing their last name, first name, nationality, e-mail address and other relevant information (language skills, location preference). They also attach their CV and a cover letter.

### **Recipients of the data**

During the selection process, the personal data of the applicants are handled by the Documentation and Research Officer, the Director of the EUISS and a third member of staff (nominated by the Director) if the application is generic or the relevant senior analyst if the application is region/theme specific.

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

Data subjects are informed of the following rights in line with Articles 13-17 of Regulation 45/2001:

Data subjects may send an e-mail to the traineeships functional mailbox ([traineeships@iss.europa.eu](mailto:traineeships@iss.europa.eu)) requesting to rectify, block or erase their data up to the closing date for submissions of applications.

After the closing date for submission of applications, the data subjects may send an e-mail to the traineeships functional mailbox requesting to update only contact details that might have changed after the submission of their application.

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 would not be granted either to any comparative data concerning other applicants or to the individual opinions of the members of the EUISS making the selection.

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.

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

### **Data retention policy**

Successful applicants:

Personal data of successful candidates will be handled by Human Resources and Finance departments of the EUISS.

At the end of the traineeship programme, a limited amount of data (last name, first name) will be kept by the Documentation and Research Officer together with a report regarding the activities of the trainee for archiving and record purposes (e.g. letters of reference)

Unsuccessful applicants:

Shortlisted candidates not finally chosen will be asked if they wish to remain on a reserve list. If they agree, their applications and personal data will be kept for the duration of the programme they had originally applied for.

Applications and personal data of unsuccessful applicants are to be kept for two years from the date that the selection is finalised. This period covers complaints data subjects may lodge to the European Ombudsman.