Regulation (EU) 2018/1725 applies to the processing of personal data collected for traineeships at the European Economic and Social Committee.

1. Who is responsible for the processing of personal data?
The European Economic and Social Committee (EESC) is responsible (as controller) for the processing of personal data.
The responsible service is Unit E.1 FOR "HR Planning and Training" (EESC-trainee@eesc.europa.eu)

2. What is the purpose of the processing?
The purpose of data processing is the selection and recruitment of trainees for the EESC.

The collection of certain information about your visit to the website is necessary in order to improve the configuration of the IT infrastructure and security of the websites. More anonymised information is furthermore used to improve the site content and design, and to better suit ours users' needs.

3. What is the legal basis for the processing?
The legal basis of the processing are:
- article 5(a) of the Regulation (EU) No 2018/1725: necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body
- processing of sensitive data (namely the police statement and the health certificate) is based on article 5(d) of the Regulation (EU) No 2018/1725: the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- EESC Decision No. 201/16 A on traineeship management

4. What personal data are processed?
The data collected in the framework of a traineeship application concern personal data (name, first name, gender, nationality, date and place of birth), contact data (email address, address, and telephone), academic and/or professional credentials (completed and/or ongoing studies, previous employment and/or traineeship experience) and other relevant information (language skills, IT skills, etc.).

Personal data required only from preselected candidates:
- a copy of ID/passport
- a copy of diploma(s)
- a proof of health insurance (if applicable)

Personal data required only from selected candidates:
- a medical certificate
- a police statement proving that selected candidates have not been convicted of serious offences

Personal data collected automatically when using the online application form:
– when visiting our site we collect and store in log files your Internet Protocol (IP) address, the pages or services accessed, browser used, operating system and the timestamp of the visit. That same data is also separately stored without the IP address.

5. **Who are the recipients or categories of recipients of your personal data?**
The personal data collected in this framework are disclosed only to the staff members in charge of the EESC Traineeship Office. Traineeship advisors within the respective departments responsible for (pre-) selecting the EESC trainees only have access to pseudonymized data, until the pre-selection process is completed.

6. **Are your personal data transferred to a third (non-EU) country or international organisation?**
Personal data are not transferred to non-EU member states or international organisations.

7. **How can you exercise your rights?**
You have the right to request access to your personal data. Also, you have the right to request rectification or erasure or restriction of the processing of your personal data. The right of rectification only applies to factual data processed as part of the selection procedure. Furthermore, data relating to the admissibility criteria may not be rectified after the closing data for submitting applications.

Where applicable, you have the right to object to the processing of your data. Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability). You also have the right to withdraw your consent at any time.

You can direct your queries to EESC-trainee@eesc.europa.eu. The query will be dealt with within 15 working days.

You have the right to lodge a complaint to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU)2018/1725 have been infringed as a result of the processing of your personal data by the EESC.

8. **How long are your data kept for?**

(i) **Data regarding applicants for a traineeship**
Personal data collected regarding applicants for a traineeship at the EESC will only be processed for the time necessary to fulfil the processing purposes indicated above.

The data gathered by way of the on-line application form will be stored in the database for two years after the official starting date of the traineeship period, to which the application relates, for administrative purposes (i.e. possible complaints to the ombudsman or correspondence with applicants). Beyond that time, anonymised data will be stored for statistical purposes only.

(ii) **Data regarding persons recruited for a traineeship**
The personal data concerning persons recruited for a traineeship will be kept in the Traineeship Office for 5 years after the official starting date of the traineeship in question for financial audit purposes and in order to allow proper exchange of information among traineeship offices of other EU institutions. As having been a paid trainee for at least six weeks in any EU institution is an exclusion criterion for traineeships application at other EU institutions, bodies and agencies (see Article 1.2.4. of decision 201/16 A; other EU institutions apply similar rules), it is important to keep these data for a reasonably long time after the actual traineeship period. In case of questions from other institutions within a reasonable period, the traineeship office must be able to give correct answers.

Beyond this period, data will only be stored anonymously for statistical purposes.
(iii) Data regarding the usage as such of the website
Personal data (IP based, as mentioned above) are stored on the servers of the Committee for a period of 3 years. Beyond this period, data will only be stored anonymously for statistical purposes.

9. Are the personal data collected used for automated decision-making, including profiling?
   Personal data are not used for automatic decision-making, including profiling.

10. Will your personal data be further processed for a purpose other than for which data have been obtained?
    Personal data will not be further processed for a different purpose.

11. Who do I contact if I have queries or complaints?

    If you have any further questions about the processing of your personal data, please contact the Head of the FOR Unit (EESC-trainee@eesc.europa.eu). You may also contact, at any time, the EESC Data Protection Officer (data.protection@eesc.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu).