

Record of processing activity

Traineeships

1. General Information

Name of the data processing:	Traineeships
Reference number:	E002
Last update:	25/05/2023
Controller:	European Economic and Social Committee
Directorate:	Directorate E
Unit:	E1 FOR
Contact details:	Directorate E – Human Resources and Finance Unit E4 FOR Rue Belliard/Belliardstraat 99-101, 1040 Brussels
Joint controller (where applicable):	N/A
Joint controllership agreement (where applicable):	N/A
DPO - contact details	EESC Data Protection
Processor(s) (where applicable):	N/A
Data Processing Agreement	N/A

2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<p>Processing of traineeship applications</p> <p>The processing of personal data aims at managing the traineeships applications administratively (confirming receipt of the application, informing applicants of the outcome of their application, etc.) and at facilitating the internal selection procedure of the trainees recruited by the EESC. Processing of data may also occur for administrative and financial audit purposes. A medical health certificate is asked of the selected candidates in order to confirm aptitude to work in an office environment, and a police statement is</p>
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	requested in order to confirm that they have not been convicted of serious offences.
Categories of persons whose personal data are processed	Any person applying for a traineeship at the EESC
Categories of personal data processed	<p>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, 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...).</p> <p>Only preselected candidates have to send:</p> <ul style="list-style-type: none"> - a copy of ID/passport - a copy of diploma(s) - a proof of health insurance (if applicable). <p>Selected candidates have to send in addition:</p> <ul style="list-style-type: none"> - a medical certificate - a police statement proving that the selected candidates have not been convicted of serious offences. - financial documents (bank account number)
Recipients of the personal data	<p>-The personal data compiled in this framework are disclosed solely and exclusively 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.</p> <p>For the purpose of conducting selection interviews and upon request to the Traineeship Office, traineeship advisers can get access to contact data (name, first name, email address and telephone number) of a limited number of potential candidates.</p> <p>-Data of selected candidates only: to the security service of other EU-institutions to obtain access to the building when going on a study trip (ID data).</p> <p>The personal data obtained will not be disclosed to any third parties, unless insofar this would be necessary for the purposes indicated above. Under no circumstances will the personal data be disclosed for direct marketing purposes.</p>

Transfers of personal data to a third country or an international organization	No transfers of personal data will be made to a third country or international organisation.
Retention period of the personal data	<p>The personal data concerning persons who do not finalise and submit their online application is deleted after the registration end date.</p> <p>-The data of pre-selected candidates are kept for up to 2 years after the official starting date of the traineeship period. This period is necessary to deal with any possible complaints to the Ombudsman. After this time anonymised data will be kept for historical and statistical purposes.</p> <p>-The personal data of persons effectively 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 the decision 201/19 A; other EU institutions apply similar rules), it is important to keep these data for five years after the actual traineeship period. In case of questions from other institutions within this period, the traineeship office must be able to give correct answers.</p> <p>Beyond this period, data will only be stored anonymously for statistical purposes.</p> <p>-The personal data concerning persons who withdraw their application before the registration end date is deleted immediately. The personal data concerning persons who withdraw their application or decline a traineeship offer after the registration end date is anonymised two years after the starting date of the traineeship period.</p>
General description of security measures, where possible	<p>In order to safeguard the personal data against any possible misuse or unauthorised access, the digital information is registered in a database with restricted access for the above mentioned data recipients only. Only the applicants themselves can modify their personal data and consult the status of their traineeship request on-line, via an EU login at a level of protection chosen by the applicant upon their first registration. The public web interface (the on-line</p>

	<p>application form) is using REST services that connects internally to a database and several services. The database and the business logic of the application are established behind a firewall. Data sent to the database via the public web application are transferred without any interference: no changes can be made to the form before it reaches the database. The web interface and its dedicated web services are secured by EU login and each service returns only data which is either publicly available or related to the provided EU Login identity. The staff members in charge of the Traineeship Office have full operational access to the data. Access for the traineeship advisors responsible for (pre-) selecting the trainees is limited to selection and consultation purposes only; these data are pseudonymized, until the pre-selection process is completed. Both the administrative interface (restricted to the Traineeship Office) and the consultative interface of the application (available to the Traineeship Office and to the traineeship advisors responsible for (pre-) selecting the trainees), use Windows authentication to authorise the respective access to data.</p>
Data protection notice:	Data Protection Notice