

## 1. General Information

Reference number	J011
Last update:	28/11/2018
Joint controllers:	EESC and CoR
Joint controllership arrangement	<a href="#">EESC-CoR JCA</a>
Directorate/unit:	T1 TMU
Contact details:	dt-strategy@eesc.europa.eu
DPO - contact details	<a href="#">EESC Data Protection</a> ; <a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	Not applicable
Data Processing Agreement	n/a

## 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	Organising the selection of applicants and management of interinstitutional exchanges of staff of the horizontal and language services
Categories of persons whose personal data are processed	Linguists/Translators, Translation assistants
Categories of personal data processed	<p>The following data will be collected and processed:</p> <p>In the application: name, date of birth, current grade, home institution and unit, date of entry into service and starting grade, desired host institution in order of priority, knowledge of languages, training, professional experience, any specialisations, working arrangement (full</p>

	<p>time, part time), signature.</p> <p>In the assessment report drawn up by the head of the host unit (drafted only on the request of the participant): name, period concerned, employment-related data, name of head of host unit, main activities, assessment by head of host unit, signature.</p> <p>In the questionnaire completed by the applicant to evaluate the exchange (optional): name, home institution, host department/unit, personal opinion on various aspects of the exchange, signatures.</p> <p>In the CV: any data that the applicant chooses to provide in the CV (there is no set CV format).</p>
Recipients of the personal data	<ul style="list-style-type: none"> <li>- Those persons responsible for managing interinstitutional exchanges within the Translation Directorate (notably the heads of unit concerned and the coordinator in TMU). The horizontal or language units and services seeking or requested by applicants.</li> <li>- Depending on the post involved in the exchange, the data may be provided to the human resources managers of the translation or horizontal services of the European Economic and Social Committee (EESC), the European Committee of the Regions (CoR), the European Commission and the European Central Bank, which will be able to grant access to the heads of unit of their Directorate-General for the purposes of selection and reports.</li> <li>- The necessary administrative data regarding successful applicants will be provided to the other relevant services of the EESC and CoR.</li> </ul>
Transfers of personal data to a third country or an international organization	No such transfer is taking place.
Retention period of the personal data	<p>The data will be stored for 12 months dating from the end of the exchange. At the end of this period, the data will either be deleted or made anonymous, so that they can be processed for historical or statistical purposes.</p> <p>For the applicants who were finally not seconded to other institutions the retention period is 12 months after the reception of the request in order to consider their application for the next exchange period.</p>

General description of security measures, where possible	Electronic files including application forms, CVs and reports are stored in the functional mailbox of DT Strategy (limited access); on a password protected USB, stored in a locked cupboard in the office of the file manager responsible for the exchanges. Paper files are stored in a locked cupboard in the office of the file manager responsible for the exchanges.
Data Protection Notice	Data Protection Notice available internally