

**REGISTER NUMBER: 670**

**NOTIFICATION FOR PRIOR CHECKING**

Date of submission: 28/02/2011

Case number: 2011-0214

Institution: CPVO

Legal basis: article 27-5 of the regulation CE 45/2001<sup>(1)</sup>

(1) OJ L 8, 12.01.2001

**INFORMATION TO BE GIVEN<sup>(2)</sup>**

1/ Name and adress of the controller

Mr. Carlos GODINHO  
Community Plant Variety Office  
3, Boulevard Foch  
B.P. 10121, F-49101 ANGERS cedex 02

2/ Organisational parts of the institution or body entrusted with the processing of personal data

CPVO Human Resources Service

3/ Name of the processing

Rules governing in-service training at the CPVO.(trainees)

4/ Purpose or purposes of the processing

The purpose of the in service training is to give young people an opportunity to learn about the CPVO and its role within the European Union, to provide them with practical knowledge of the work at the CPVO, to enable them to acquire personal experience by means of the contacts made in the course of their work, to enable them to further and put into practice the knowledge they have acquired during their studies or professionals careers and to make use of this knowledge to the benefit of the CPVO.

5/ Description of the category or categories of data subjects

In principle, nationals of Member States of the Communities. Under certain conditions, nationals of non-member countries may be accepted.

6/ Description of the data or categories of data(*including, if applicable, special categories of data (article 10) and/or origin of data*)

Candidates are requested to send a CV, a motivation letter and an application form (cf. annex 1). From the application form, the following data is collected:

- identification of the post for which the candidate is applying for;
- identification data: surname and forename, address for correspondence, telephone number, email, place and date of birth, nationality;
- military status;
- knowledge of languages;
- education data: name and address of establishment of studies, period of study, total length, certificate/diploma obtained;
- information concerning additional training courses: name and address of university/institute, total length, period of study, certificate/diploma;
- details on any work published;
- office skills, including various software applications and computer literacy;
- data on professional career, including information on present or most recent post and previous post (e.g. period of work, exact designation and grade of post, name and address of employer, nature of work);
- additional information on a voluntary basis, including period of notice required to leave present work, long periods spent abroad, interests and skills not related to work;
- name, address and telephone number of a contact person;
- signature.

The successful candidates, who are selected for a training within the CPVO, should provide a criminal record or a similar official document issued in accordance with their respective national law. These records are not kept by the Office.

Once this document has been verified by the Human Resources service, the document is returned to the candidate.

The successful applicants will also be asked to furnish the following documents (cf. annex 2):

- an acceptance form (cf. annex 3), including surname and forename, date and place of birth, nationality, period of the traineeship and signature;
- a legal entity form (cf. annex 4), including surname and forename, address, country of birth, date and place of birth and signature;
- a copy of an identity card or passport;
- proof of medical insurance;
- diplomas and certificates declared in the application form;
- translations for the documents written in a language other than one of the EU official languages;
- a financial identification form (cf. annex 5), including account name and address, bank name and address, IBAN;
- a travel expenses form (cf. annex 6), including reason for incurring on the travel expenses (if taking up appointment, transfer or termination of service), name and forename, administrative status, place of origin and of arrival, name and address of the bank, account number and holder, identification number of the bank and signature.

#### 7/ Information to be given to data subjects

A privacy statement with the name of the controller will be put on the CPVO's web site on the internet when publishing the vacancy. The privacy statement (cf. annex 7) contains information on the identity of the controller, purposes of the processing, types of data processed, legal basis for the processing, recipients of the data, lawfulness of the processing, storage periods and the existence of the right of access and rectification.

Successful applicants shall be informed by letter from the Administrative and Financial Unit, of the commencement date and duration of the training period. A copy of the rules governing in-service training at the CPVO (cf. annex 8), a trainee placement offer (cf. annex 9) and a training program (specific for each trainee) will be enclosed with the letter.

#### 8/ Procedures to grant rights of data subjects (rights of access, to rectify, to block, to erase, to object)

Upon request to the data controller, data subjects have the possibility to modify their identification data, except merits and skills, even after the deadline for submitting applications.

#### 9/ Automated / Manual processing operation

Applicants may only apply for a traineeship upon publication of a vacancy at the CPVO website. The application, containing the CV (preference is given to the European format), a motivation letter and an application form (cf. annex 1), is to be sent electronically by an email. Those documents are compulsory in order to be considered for a traineeship within the CPVO. The correspondence with selected applicants and the grant payments of the trainees are manual processing operations. In accordance with the rules governing the in-service training (cf. annex 8), the CPVO establishes its own selection and admission criteria, depending on the nature of the traineeship. Applicants for the in-service training should send their applications directly to the CPVO. The units of the CPVO make a preliminary selection of trainees on the basis of applications received. A Selection Committee will then be undertaken to evaluate the trainees preselected and decide on those to invite for an interview or to a phone interview. The President makes the final selection of applicants on the basis of the proposals submitted, together with the training programs, by the units. Successful candidates shall be informed by letter from the Administrative and Financial Unit, of the commencement date and duration of the training period. A copy of the rules governing the in-service training at the CPVO, a trainee placement offer and a training program will be enclosed with the letter. Trainees may be awarded maintenance grants. These grants will be paid in Euro. The number of the grants depends of the funds available. Trainees who receive a grant and whose place of residence at the beginning of the in-service training is not Angers, France, are entitled to reimbursement of the travel expenses incurred at the beginning and end of the in-service training in making the journey from, and back to, their place of residence as stated on the letter of acceptance sent to them by the CPVO. No request for a change of address shall be granted once the decision to award a traineeship has been taken. These expenses are calculated on the basis of the most economic route by rail (second class) including, where necessary, a couchette or sleeper (second class) or air travel (tourist class) if this should be cheaper. Travel expenses are reimbursed only for that part of the journey which lies within the European Union territory. Candidates may withdraw their application at any stage of the application procedure by informing the CPVO by an e-mail. In such a case, they are excluded from any further stage of the selection process.

10/ Storage media of data

The data is storage on paper in the Human Resources service under locked cupboards and in Docman (tool to manage documents by electronic means).

11/ Legal basis and lawfulness of the processing operation

Article 5(a) of Regulation 45/2001;  
Article 10(5) of the Regulation 45/2001 (processing of a recent extract from the police register);  
Article 28 (a) and (c) of the Staff Regulations (processing of a recent extract from the police register. Applies mutatis mutandis to the trainees);  
CPVO decision on laying down the rules governing in-service training at CPVO of 1 January 2009.

12/ The recipients or categories of recipient to whom the data might be disclosed

The data are disclosed to the President, the Head(s) of Unit concerned, members of the Selection Committee, the Human Resources Service and the Administrative and Finance Unit.

13/ retention policy of (categories of) personal data

In accordance with the *"Decision of the President of the CPVO on the period of time during which the Office will keep documents containing personal data submitted to the Office in relation to recruitment or spontaneous applications"* (cf. annex 10), data from all the candidates - successful and unsuccessful - will be destroyed after a period of 2 years from the date of the decision of the Office appointing the successful candidates. As regards unsuccessful candidates, this retention policy has been adopted in order to respect a period of time necessary to handle possible challenges or claims from them.

13 a/ time limits for blocking and erasure of the different categories of data  
(on justified legitimate request from the data subject)  
(Please, specify the time limits for every category, if applicable)

No procedure adopted. A request to block or erase data would be dealt with on a case by case basis.

14/ Historical, statistical or scientific purposes

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification,

N/A

15/ Proposed transfers of data to third countries or international organisations

Data is not transferred to anyone outside the CPVO.

16/ The processing operation presents specific risk which justifies prior checking (please describe):

CV, motivation letter and application form contain personal data intended to evaluate the candidates, plus data relating to criminal convictions (extract from criminal record). If this data would not be processed in a controlled manner and by a restricted number of persons, the integrity of individuals would be at risk.

**AS FORESEEN IN:**

**Article 27.2.(a)**

**Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,**

**Article 27.2.(b)**

**Processing operations intended to evaluate personal aspects relating to the data subject,**

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

Other (general concept in Article 27.1)

17/ Comments

PLACE AND DATE: Angers, 31/03/2011

DATA PROTECTION OFFICER: Véronique Doreau

INSTITUTION OR BODY: CPVO