

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1018

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 17/06/2013

CASE NUMBER: 2013'-0654

INSTITUTION: FRA

LEGAL BASIS: ARTICLE 27-5 OF THE REGULATION CE N° 45/2001⁽¹⁾

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

PAUL COZZI, HEAD OF HUMAN RESOURCES AND PLANNING DEPARTMENT
FRA
SCHWARZENBERGPLATZ 11, 1040, VIENNA, AUSTRIA

2/ ORGANISATIONAL PARTS OF THE INSTITUTION OR BODY ENTRUSTED WITH THE PROCESSING OF PERSONAL DATA

- Restricted number of staff within the Human Resources and Planning Department handling internships.
- Heads of Departments, in order to select the most suitable applicants. Applicants are requested to choose the department they would like to perform their internship on their application form.
- Director of the FRA

3/ NAME OF THE PROCESSING

Internship at the FRA

4/ PURPOSE OR PURPOSES OF THE PROCESSING

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

Personal data is collected by the FRA for the sole purpose of the selection of interns. Internships aim to provide interns with an understanding of the objectives and activities of the Agency, a practical experience and knowledge of the day-to-day work of the FRA and the possibility to put their learning into practice and contribute to the Agency's mission.

The FRA offers internship twice a year: one from 16 January to 30 June and a second one from 1 July to 31 December.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

All individuals applying for an internship at the FRA pursuant to the Rules governing internship programme at the FRA.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

Data subjects submit an on-line Application Form attaching their CV in Europass Format. Both forms include information such as name, surname, personal contact data, date of birth, gender, nationality, country of residence.

Upon recruitment data subjects provide copies of their education diplomas and language certificates; they receive forms to complete such as Legal Entity Form, Financial Identification Form including information on their bank details, account number, Emergency detail form, Declaration of confidentiality and legitimation card application form (see attached forms).

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

Data subjects are informed through the Rules governing internship programme at the FRA and a disclaimer placed on the website under the internship section.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

(Rights of access, to rectify, to block, to erase, to object)

Data subjects send an e-mail to the recruitment functional mailbox (recruitment@fra.europa.eu) requesting to rectify, block or erase their data while the deadline of the application is still on. After the closure of submission of applications, the data subjects may only send an e-mail to recruitment functional mailbox requesting to correct their address, telephone number or e-mail address that might have changed since the submission of their application.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Step 1: On-line application for internship via e-recruitment

Step 2: Eligibility Checks carried out by the Human Resources

Step 3: Selection of the most suitable candidates as described under section 4 of the Rules governing the internship programme at the FRA and recruitment

10/ STORAGE MEDIA OF DATA

Paper files and electronically on the e-recruitment. Restricted access to locations and the e-recruitment.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

- FRA Decision n° 2011/45

- Article 5(b) and 5(d) of Regulation 45/2001

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENT TO WHOM THE DATA MIGHT BE DISCLOSED

During the selection process, the personal data of the applicants are handled by restricted number of staff in the Human Resources and Planning Department, the Head of Department where the data subject has chosen to perform the internship and the Director of the FRA when signing the internship contracts.

Personal data of recruited interns are handled from restricted number of staff in the Human Resources and Planning Department and the accountant of the FRA for the payment of the grant payment.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Recruited interns: five years started counting from the starting date of the internship contract. This period covers budgetary discharge and lodging a complaint to the Director of the FRA or the European Ombudsman.

Unsuccessful interns: one year started counting from the starting date of the internship period they have applied. This period covers complaints data subject may lodge to the Director of the FRA or the European Ombudsman.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

SEE POINT 8

(Please, specify the time limits for every category, if applicable)

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

N/A

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING (*Please describe*):

AS FORESEEN IN:

↑ Article 27.2.(b)

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

17/ COMMENTS

Annexes:

- Decision n° 2011/45 Rules governing internship programme at the FRA
- Disclaimer on the internship programme at the FRA's website
- CV Europa format
- Financial Identification Form
- Legal Entity Form
- Legitimation card-application form
- Emergency contact details
- Declaration of confidentiality form
- Travel expenses reimbursement form
- Online application form

PLACE AND DATE: VIENNA, 14/06/2013

DATA PROTECTION OFFICER: NIKOLAOS FIKATAS

INSTITUTION OR BODY: FRA

(To be filled out in the EDPS' office)

EDPS OPINION

OF DATE:

CASE NUMBER:

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FOLLOW UP *(in case of acting measures to be taken)*