

*(To be filled out in the EDPS' office)*  
**REGISTER NUMBER: 1258**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 15/07/2014**

**CASE NUMBER: 2014-0725**

**INSTITUTION: EIF**

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

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

1/ NAME AND ADDRESS OF THE CONTROLLER

European Union Institute for Security Studies  
100, avenue de Suffren  
75015, Paris, France

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

Mr Philip Worre, Documentation and Research Officer of the EUISS

3/ NAME OF THE PROCESSING

Management of applications for a traineeship at the EUISS

4/ PURPOSE OR PURPOSES OF THE PROCESSING

Management of applications for a traineeship at the EUISS

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

Candidates for a traineeship at the EUISS

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<sup>1</sup> OJ L 8, 12.01.2001.

<sup>2</sup> **Please attach all necessary backup documents**

#### 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 online application containing last name, first name, nationality, e-mail address and other relevant information (language skills, location preference). They also attach their CV and a cover letter.

#### 7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The traineeship announcement page contains the following:

*“The processing of personal data by the EUISS is governed by Regulation (EC) N°45/2001. By submitting an application, the applicant consents to the processing of the personal data contained in the application form and the supporting documents enclosed therewith, in the sense of Article 5 (d) of the Regulation. The personal data in question is collected by the EUISS for the sole purpose of this selection process.”*

This statement is to be repeated in the online application form together with a link to the relevant Privacy Statement in the EUISS website.

A link to the relevant Privacy Statement in the EUISS website is going to be included in the traineeship announcement page together with the Director’s decision: “Rules governing the traineeship programme at the EUISS”.

#### 8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Data subjects may send an e-mail to the traineeships functional mailbox ([traineeships@iss.europa.eu](mailto:traineeships@iss.europa.eu)) requesting to rectify, block or erase their data up to the closing date for submissions of applications.

After the closing date for submission of applications, the data subjects may send an e-mail to the traineeships functional mailbox requesting to update only contact details that might have changed after the submission of their application.

Data subjects may be given access to their evaluation results, if they request so, regarding all stages of the selection procedure (i.e. eligibility checks and selection) in a form of aggregated data. Access would not be granted either to any comparative data concerning other applicants or to the individual opinions of the members of the EUISS making the selection.

#### 9/ AUTOMATED / MANUAL PROCESSING OPERATION

All applications will be submitted via an on-line application form. A confirmation email will be automatically sent to the applicant confirming the application and providing a unique reference number. The processing of information will be conducted mainly by way of an automated, IT-supported database.

10/ STORAGE MEDIA OF DATA

The data are stored in a database accessible only by the Documentation and Research officer of the EUISS.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Decision of the director of the EUISS: "Rules governing the traineeship programme at the EUISS".

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 the Documentation and Research Officer, the Director of the EUISS and a third member of staff (nominated by the Director) if the application is generic or the relevant senior analyst if the application is region/theme specific.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Successful applicants:

Personal data of successful candidates will be handled by Human Resources and Finance departments of the EUISS.

At the end of the traineeship programme, a limited amount of data (last name, first name) will be kept by the Documentation and Research officer together with a report regarding the activities of the trainee for archiving and record purposes (e.g. letters of reference)

Unsuccessful applicants:

Shortlisted candidates not finally chosen will be asked if they wish to remain on a reserve list. If they agree, their applications and personal data will be kept for the duration of the programme they had originally applied for.

Applications and personal data of unsuccessful applicants are to be kept for two years from the date that the selection is finalised. This period covers complaints data subjects may lodge to the European Ombudsman.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS  
(Please, specify the time limits for every category, if applicable)

When the data subject contests the accuracy of his/her data, the data will be blocked immediately for a period which is necessary to verify the accuracy.

When the data subject requires the blocking of his/her data because the processing is considered as unlawful, or when data must be blocked for the purpose of proof, the EUISS will make a decision on whether or not to block the data as soon as possible, and within a maximum of 15 working days.

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.(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

Annexes:

- Decision of the Director of the EUISS: "Rules governing the traineeship programme at the EUISS"
- Screenshot of the online application form
- Privacy statement

PLACE AND DATE: PARIS , FRANCE, 22/07/2014

DATA PROTECTION OFFICER: NIKOLAOS CHATZIMICHALAKIS

INSTITUTION OR BODY: EUROPEAN UNION INSTITUTE FOR SECURITY STUDIES

1259/2014-0752