

(To be filled out in the EDPS' office)
REGISTER NUMBER: 1280

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NOTIFICATION FOR PRIOR CHECKING

DATE OF SUBMISSION: 18/11/2014

CASE NUMBER: 2014-1072

INSTITUTION: EUSC

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

INFORMATION TO BE GIVEN²

1/ NAME AND ADDRESS OF THE CONTROLLER

EU SATCEN (BASE AÉREA DE TORREJÓN ARDOZ, AVENIDA DE CÁDIZ S/N, EDIFICIO 457, 28850, TORREJÓN DE ARDOZ, MADRID, SPAIN) (DIRECTOR - MR. TOMAŽ LOVREN I)

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

Administration Division (Head of Administration)

3/ NAME OF THE PROCESSING

Recruitment of Trainees

4/ PURPOSE OR PURPOSES OF THE PROCESSING

In the frame of external projects, the European Union Satellite Centre may offer traineeships to young university graduates with a specialisation in the Agency's activities.

The training enables the trainee to acquire personal scientific experience by means of his/her work and to put into practice the scientific knowledge he/she has acquired during his /her studies or professional career. Training takes place within the fields of activity of the SatCen.

The number of Trainees depends on needs, available capabilities and budgetary possibilities.

¹ OJ L 8, 12.01.2001.

² **Please attach all necessary backup documents**

Candidates must demonstrate a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of their duties.

The normal period of training is 6 months. The training period is unpaid but the trainee shall benefit from a monthly subsistence allowance.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

All candidates, limited to nationals of the Member States of the European Union.

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

All applicants should submit their Europass Curriculum Vitae (CV) and cover letter of one page maximum.

The relevant specialized department carries out a shortlist selection.

The administration contacts the shortlisted candidates for a telephone interview. The interview evaluators from the relevant specialized department take notes about their assessment. They send an email to the two cases officers in Administration about their results (good, qualified, not sufficient).

The Administration will request from successful candidates their original documents supporting every educational achievement and work experience they have referred to in their CV.

Once a candidate is selected the EU SatCen will request a security clearance from the competent National Authorities in conformity with Title I, General provisions Art.2 (5) of the Staff Regulation of the EU SatCen published on 25 August 2009 (OJ) 11765/09.

The Security Office asks from the national authority (NSA) to send the security clearance of the successful applicant.

Security clearances contain the following data: name, surname, date of birth, level of classification (confidential, secret, top secret), issuing date, date of expiration and NSA which has issued it.

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

A Privacy policy is available on the EU SatCen website under trainee programmes (see attached).

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

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

Candidates may have access to their evaluation results regarding their interview assessment excluding any comparative results and individual opinions of the evaluators in line Art.20 (1) (c) of Regulation (CE) 45/2001. Data subjects should be provided with aggregated results.

Candidates may rectify the identification data at any time during the selection procedure. They may not modify their admissibility criteria data after the closing data of submitting their CV.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Automated: candidates send their CV and cover letter by email. These are subsequently printed and registered.

Assessment results of the evaluators are kept in a separate file.

10/ STORAGE MEDIA OF DATA

Hard copies of the CV and cover letters are stored in a locked archive and electronic copies stored on server.

Assessment results are also stored in a locked archive.

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Training agreement between the EU SatCen and the trainee (see attached).

Information for trainees to the EU SatCen (see attached)

For security clearance: Title I, General provisions Art.2 (5) of the Staff Regulation of the EU SatCen published on 25 August 2009 (OJ) 11765/09 (see attached).

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

Internal evaluators.

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

- Successful and Recruited trainees: Their personal data are stored in their personal file for a minimum 5 years from the date on which the Agency grants discharge for the budgetary year to which the documents relate for audit processes.
- Shortlisted but non- recruited: Their personal data are stored for 2 years after the end of the selection procedure taking into account any potential recourse.
- Not shortlisted: Their personal data are stored up to 6 months from receipt of their CV and cover letter.
- Once the audit period is completed the following data are stored for 50 years for providing a copy of certificate to the recruited trainee:
 - Duration of the traineeship
 - Department to which the trainee was assigned
 - Name of the Head of Division
 - Nature of the work performed

As soon as the data subject leaves the agency, the Security Office sends back to the NSA his security clearance by registered mail.

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

Within a month of delay after receipt of the request

(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.

NO

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

NO

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

PLACE AND DATE: TORREJON DE ARDOZ

DATA PROTECTION OFFICER: JEAN- BAPTISTE TAUPIN

INSTITUTION OR BODY: EUROPEAN UNION SATELLITE CENTRE