

## EDPS record of processing activity

Nr .	Item	Description
	<b>Selection of trainees for the EDPS Secretariat and for the EDPB Secretariat</b>	
1.	Last update of this record	<b>16/02/2022</b>
2.	Reference number	<b>01b</b>
	<b><i>Part 1 - Article 31 Record</i></b>	
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a>  <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels  <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels  <b>Telephone:</b> +32 2 283 19 00  <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Responsible department or role:  Human Resources, Budget, Administration (HRBA) Unit,  Contact us: <a href="mailto:stage@edps.europa.eu">stage@edps.europa.eu</a></p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://edps.europa.eu/node/759">https://edps.europa.eu/node/759</a></p>
4.	Name and contact details of DPO	<a href="mailto:DPO@edps.europa.eu">DPO@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	<p>The Traineeship Office (TO) of DG EAC of the European Commission (EC) acts as a joint controller for the selection of trainees.</p> <p>The EDPS concluded a Service Level Agreement with the DG EAC of EC for the selection of trainees on 01.02.2017, as amended on 18.05.2021.</p> <p>In addition, the TO of the EC is joint controller for the Virtual Blue Book (VBB) (Commission's on-line tool) accessible to the EDPS based on the Service Level Agreement</p>

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		<p>with the EC.</p> <p>Specifically, the EC Traineeship Office manages a website providing information and enabling candidates to apply for a Virtual Blue Book traineeship (<a href="https://ec.europa.eu/stages/home_en">https://ec.europa.eu/stages/home_en</a>) and then registers the EDPS selected candidate in the VBB.</p> <p>Please consult relevant data protection record. <a href="https://ec.europa.eu/dpo-register/detail/DPR-EC-01746">https://ec.europa.eu/dpo-register/detail/DPR-EC-01746</a>.</p> <p>In the case at hand, the (general) purpose is common for both the EDPS and DG EAC; to recruit trainees for a traineeship with the European Commission, agencies and bodies participating in the program through a Service Level Agreement (like the EDPS).</p>
6.	Name and contact details of processor (where applicable)	n/a
7.	Very short description and purpose of the processing	<p>Selection of trainees for the EDPS Secretariat and the EDPB Secretariat.</p> <p>For general info on selection and recruitment at the EDPS: <a href="https://edps.europa.eu/careers_en">https://edps.europa.eu/careers_en</a></p> <p>Your personal data are processed with a view to selecting potential trainees for the EDPS Secretariat and the EDPB Secretariat, from the preselected candidates included in the VBB that permits the EDPS traineeship coordinator to select, recruit and evaluate the trainees as well as to manage their file during the traineeship in the institution.</p> <p>The lawfulness of this processing activity is based on Article 5(1)(a) of the Regulation (<i>‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body’</i>).</p> <p>The legal basis of the procedure is the <a href="#">Staff Regulations</a> (and particularly Art. 27-34) and the Conditions of Employment of Other Servants of the EU and the Decision of the EDPS of 14 July 2014 adopting general implementing provisions relating to the engagement and the use of contract staff, and the EDPS decision on selection and recruitment of trainees of 22/1/2013.</p> <p>The EDPS decision concerning the provisions relating to the traineeships programme of</p>

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		<p>20/12/2019.</p> <p>The Service Level Agreement between the EDPS and DG EAC signed on 01/02/2017 and amended on 18/05/2021.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Personal data of applicants for a traineeship are stored in a database (Virtual Blue Book, “VBB”) and is under the sole responsibility of the European Commission’s Traineeship Office.</p> <p>Only candidates included in the VBB can be recruited by the EDPS. Data processing by the EDPS concerns only the selection from VBB and the management of recruited trainee personal files during their traineeship.</p> <p>The following <b>categories of personal data</b> are processed in the context of the above-mentioned selection and recruitment procedures:</p> <ul style="list-style-type: none"> <li>• Personal data allowing to identify and contact the candidate; surname, first name, nationality, date and place of birth, postal and e-mail address, telephone number, photo.</li> <li>• Access to the personal data provided by the applicant in his/her VBB profile: CV and the aforementioned contact details, as well as gender and nationality.</li> <li>• Special categories of personal data (Art.10 of Regulation 2018/1725): <ul style="list-style-type: none"> <li>- information about disability might be requested in order to facilitate the access of the trainee to the EDPS premises and adapt the working space.</li> <li>-final evaluation report following the traineeship period</li> <li>-Medical certificates to justify the absence of the trainee are collected by the HRBA Coordinator of the EDPS during the period of traineeship.</li> </ul> </li> <li>• Copy of the attestation/ evaluation report of training issued to the trainee on completion of the traineeship; where appropriate, correspondence attesting early termination of the traineeship.</li> </ul> <p>The registration in the VBB includes the access to personal information regarding the eligibility requirements such as proof of nationality and proof of studies and work experience.</p>

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		<p>The EDPS is in charge of creating the trainees SYSPER profile/career when selected. To this regard, EDPS staff will have access to the trainees' date of birth and place of birth.</p> <p>In addition, the EDPS will request each trainee for their ID or passport number, their phone number and will communicate this information to the European Parliament (building security and badge creation)</p>
9.	Time limit for keeping the data	<p>The time limits for storing the data are the following:</p> <ul style="list-style-type: none"> <li>- 2 months starting at beginning of a session for the non-recruited candidate</li> <li>- 2 years after the termination of the employment for recruited candidate, excepted data related to travel allowances for interviews which are kept for discharging the budget (7 years)</li> <li>- Data necessary to issue a copy of the traineeship certificate (name, surname, birth date, e-mail address, dates of the traineeship, EUI where the internship took place and the amount of the grant) is kept for 50 years</li> <li>- Special categories of personal data (Art.10 of the Regulation (EU) 2018/1725) will be kept until the end of the traineeship.</li> <li>- Medical certificates are immediately destroyed after reception.</li> </ul>
10.	Recipients of the data	<p>For the selection of trainees, the recipients of your personal data on a need-to-know basis will be :</p> <ul style="list-style-type: none"> <li>- Director of the EDPS</li> <li>- Authorized EDPS staff in charge of trainees and administration of the Human Resources Unit;</li> <li>- Authorised staff of DG EAC of the European Commission for different information on the training (assessment of the trainee, duration of the training...)</li> <li>- Authorised staff of DG ITEC in the European Parliament service to provide access rights and IT profile of the trainee.</li> </ul>

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		<p>Also, if appropriate, access will be given to:</p> <ul style="list-style-type: none"> <li>- the European Commission's Internal Audit Service;</li> <li>- the European Ombudsman;</li> <li>- the European Court of Justice;</li> <li>- the Anti-Fraud Office of the European Commission (OLAF);</li> <li>- the European Court of Auditors ;</li> <li>- the Data Protection Officer of the EDPS;</li> <li>- the European Data Protection Supervisor acting as a supervisory authority.</li> </ul>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> <li>- Electronic file: applications from candidate trainee are kept in the functional mailbox, which has restricted access to the HR colleagues in charge of selection and the Head of the HRBA unit.</li> <li>- Paper file : are stored in a cupboard in a locked office to which only a restricted of HR colleagues have access on a need-to-know basis.</li> </ul>
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<a href="https://edps.europa.eu/data-protection/our-work/publications/data-protection-notices/edps-data-protection-notice-trainees_en">https://edps.europa.eu/data-protection/our-work/publications/data-protection-notices/edps-data-protection-notice-trainees_en</a>