



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Management of Trainees at the JRC

Data Controller: Directorate-General “Human Resources and Security” / HR for Specific Sites & Services / Unit “HR for JRC” (**HR.E.4**)

Record reference: DPR-EC-01048

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "Management of Trainees at the JRC" undertaken by HR.E.4 is presented below.

2. Why and how do we process your personal data?

As part of the European Commission, the Joint Research Centre (JRC) offers a stimulating, multi-cultural and multi-disciplinary research environment for trainees.

The aim of the traineeship scheme is to provide students or recent graduates with:

1. the opportunity to put into practice knowledge acquired during their recent studies, and in particular in their specific area of competence;
2. an introduction to the professional world of working and the constraints, duties and opportunities therein;
3. a unique and first-hand experience of the workings of the JRC and of the European Commission;
4. practical experience and knowledge of the scientific research the JRC performs in support of European Union policy-making.

Purpose of the processing operation: HR.E.4 collects and uses the personal information to prepare the contract and to manage your stay at the JRC.

Your data will be transmitted through electronic mail or through ARES, the common information system used by all the Commission's Services.

Your data are stored electronically and/or physically (on paper). Electronic archives (including Outlook public folders) are only accessible to staff members of Unit HR.E.4. Paper archives are in a locked room.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725, i.e. because 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.

This is laid out in the following legal acts:

- REGULATION (EU) No 1291/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020);
- COUNCIL REGULATION (Euratom) 2018/1563 of 15 October 2018 on the Research and Training Programme of the European Atomic Energy Community (2019–2020) complementing the Horizon 2020 Framework Programme for Research and Innovation.

The processing concerns special categories of data. Trainees are requested to provide a medical certificate of good health where specific working conditions apply (access to nuclear/restricted areas, laboratory work and/or other special circumstances).

The processing concerns data related to 'criminal convictions and offences' when required for access to JRC premises, and/or to restricted areas and data. The activity associated with providing access to JRC premises is already covered by separate notifications.

4. Which personal data do we collect and further process?

In order to carry out this processing operation Unit HR.E.4 collects the following categories of personal data:

At the application phase:

- Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail;
- Curriculum vitae of candidates and motivation letter;
- Education, university degree / diploma, date of award of degree, length of professional experience;
- Language certificate;
- Invitation letter.

At the management phase:

- Copy/scan of identity document;
- Visa (if necessary);
- Criminal record extract when required for access to JRC premises, and/or if access to restricted areas and data is required;
- For JRC Karlsruhe: "Zuverlässigkeitssüberprüfung" form (filled in and signed in original for a mandatory security check carried out by the competent German authorities and required for all persons working in nuclear installations);
- Medical fitness to work certificate;
- Evidence of coverage for sickness insurance for the entire duration of the stay;
- Proof of scholarship or grant from third party (Art. 6.1.2 of the "Rules governing the traineeship scheme of the JRC");
- Legal Entity form and Bank Account information;
- Application form;
- Contract.

The provision of personal data is mandatory to meet a contractual requirement necessary to be hosted as Trainee at the JRC. If you do not provide your personal data, the contract cannot be finalised.

5. How long do we keep your personal data?

The Unit HR.E.4 keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 50 years after the end of the hosting period. The file contains the application form, invitation, contract, criminal records extract, medical fitness certificate, attestation of visit, description of tasks, derogation for third country nationals. All other documents are eliminated after 10 years. Personal data relating to candidates that were not pre-selected is kept for maximum 2 years.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data. Organisational measures include the application of the correct restricted markings in ARES, the use of encryption (SECEM) and restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Persons having access to information (depending on the stage reached in the process):

- Unit HR.E.4 HR for JRC;
- Medical Services;
- JRC HR Business Correspondent;
- Recruiting Services within JRC;
- Security Services;
- The Investigation and Disciplinary Office of the Commission (IDOC);
- National Authority (VISA);
- For JRC Karlsruhe: National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden-Württemberg, Stuttgart;
- For JRC Petten, Ministry of Foreign Affairs;
- Insurance provider for "Medical expenses" in favour of non-statutory personnel of the European Institutions.

Recipients	Data provided
Unit HR.E.4 HR for JRC JRC HR Business Correspondent	All data collected during the application and management phase;
Medical Services	Surname, first name, date of birth, Personal Identification Number (PerID), Medical fitness to work certificate;
Recruiting services	Surname, first name, date and place of birth, gender, nationality, telephone number, addresses, e-mail, Curriculum vitae and motivation letter, Education, university degree / diploma, date of award of degree, length of professional experience, Language skills and level, Invitation letter, Contract;
Security Service	Copy of passport/ID and visa (if necessary), Criminal record extract, Curriculum vitae;
The Investigation and Disciplinary Office of the Commission (IDOC)	Full name, Criminal record extract
National Authority	Surname, first name, date and place of birth, gender, nationality;
For JRC Karlsruhe: National Security Authority: Ministerium für Umwelt, Klima und Energiewirtschaft Baden-Wuerttemberg, Stuttgart.	Copy of passport/ID, Criminal record extract, Curriculum vitae;
For JRC Petten: Ministry of Foreign Affairs	Copy of passport/ID, Personal information as requested on (http://www.minbuza.nl/protocol);
Insurance provider for "Medical expenses" in favour of non-statutory personnel of the European Institutions	Surname, first name, date of birth, gender, address, email, contract duration, member of family.

Insofar as still available according to the relevant retention periods, the data is also used in order to assess eligibility for other types of employment contracts with the institution and which are managed by DG.HR and/or for determining the eligibility for certain programmes (such as the Junior Professionals Programme).

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

9. Contact information

The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.E.4. (HR-JRC-ISPRA-TRAINEES@ec.europa.eu)

The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <https://ec.europa.eu/dpo-register/>.

This specific processing operation has been included in the DPO’s public register with the following Record reference DPR-EC-01048.