

Privacy statement for the recruitment of ECDC trainees

Please note that the personal information ECDC requests from applicants will be processed in line with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Pursuant to arts. 11 and 12 of the Regulation, the following information is given to the data subject:

Who is the Controller of the data?

The Controller of the data is the Head of Human Resources of ECDC.

Which are the purposes of the processing operation of the data?

The purpose is to select trainees for the official traineeships scheme of ECDC.

Who are the recipients, or the categories of recipients, of the data?

Recipients of the data are the Head of HR section, the Recruitment Team and Personnel Administration Team in HR Section, ECDC Heads of Unit (and their secretaries) interested in receiving a trainee, and Appointing Authority (Director of ECDC).

What questions are obligatory, and what are voluntary? What happens if the applicant doesn't reply to mandatory questions?

It is compulsory for applicants to answer all questions contained in the application form and to fill in all fields requested in the CV in European format, unless otherwise indicated in the specific documents. Failure to comply with the mentioned obligation may result in the disqualification of the applicant from the concerned selection procedure. However, applicants failing to fill the fields noted as optional will not be disadvantaged neither discriminated with regards to the selection procedure.

What are the rights of the applicants over the data concerning him/her?

Applicants have the right to access and rectify the information concerning them stored by the Centre. After the closing date of submitting candidatures, rectification of data related to the eligibility and selection criteria is not possible; identification data can instead be rectified at any time. Request for modification may be submitted by email to the Data Controller and/or to the trainee recruitment mailbox as clearly indicated in every vacancy notice. Candidates can obtain the erasure of their data if the processing is unlawful.

The data subject has the right to recourse at any time to the European Data Protection Supervisor.

What is the legal basis of the processing operation?

The legal basis for the processing operation is the Decision by the Director of ECDC No 11/2007.

How long will data be kept?

Non-selected applicants: data are kept for two years after the deadline for recruitment (deadline for entering possible complaints). Selected applicants: data are retained for up to 7 years after the

traineeship (corresponding to 5 years after budget discharge, in n+2). Once the above 7 years period is completed, information on the duration of the traineeship, the unit to which the trainee was assigned, the name of supervisor and the nature of work performed is stored for 50 years.

What categories of data are concerned by the processing?

Categories of data include contact details of the candidate (family name, name, date of birth, gender, nationality, private address, e-mail address, telephone) and data on the profile of the applicant which are relevant for the selection procedure (CV in European format, motivation letter, and, eventually, where requested, supporting documents and other certificates).