



Recruitment of Blue Book Trainees

Privacy Statement

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies¹ ("the data protection regulation").

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the recruitment of Blue Book Trainees.

EACEA has signed a Service Level Agreement with the European Commission in order to select trainees. The pre-selection of candidates for a [traineeship](#) is carried out exclusively by the European Traineeship Office. Personal data of preselected candidates are stored in a database (GestMax, the corporate tool to select "Blue Book trainees") under the responsibility of the Traineeships Office. Only candidates included in the GestMax can be recruited as trainees by the EACEA. Therefore, candidates for an internship at EACEA should apply exclusively through the Traineeships Office. Data processing by the EACEA concerns only the selection from the GestMax and the management of recruited trainee's personal files during their traineeship at the EACEA.

1. Who is responsible for processing your personal data (data controller)?

The controller is the European Education and Culture Executive Agency.

The person designated as being in charge of the processing operation is the Head of Unit R1 (People, Workplace and Communication)

Email: EACEA-HR@ec.europa.eu

The joint controller for the selection and overall management of the traineeships scheme (including recruiting trainees via Gestmax) is the European Commission

Eac-Stages@ec.europa.eu

The Service Level Agreement between the European Commission, Directorate General for Education and Culture, Sector 'Traineeships' and EACEA was signed on 16 December 2016 under ref. Ares (2016)7018400.

2. Which personal data are processed?

The following data is processed:

¹ 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

- Personal data allowing the identification and contact of the candidate and proper conduct of the traineeship:
 1. Surname
 2. First name
 3. Middle name(s)
 4. Maiden name
 5. Date of birth
 6. Place of birth
 7. Country of birth
 8. Candidate Number
 9. Gender
 10. Nationality
 11. Marital status
 12. Permanent address
 13. Personal phone number
 14. E-mail address
 15. Emergency contact address
- Information provided by the candidate:
 1. Language knowledge
 2. Education
 3. Professional experience
 4. CV
 5. Hard and soft skills
 6. Motivation
 7. Training experience
 8. Preferences on the traineeship
- Information on traineeship
 1. Traineeship period
 2. Days off / absences
- In the context of sick leave:
 1. Medical certificate (it is important to note that this certificate **does not contain** medical data in the strict sense) but the period of the recommended medical leave
 2. Days of sick leave

It is mandatory to provide this data.

Optional data:

- Photo for the Agency intranet on My IntraComm (based on their consent).

Information about disability might be requested in order to facilitate the access of the trainee to the EACEA premises and adapt the working space.

3. For which purpose do we process your data?

Personal data is processed to organise the selection procedures and the recruitment of trainees at EACEA and to conduct the traineeship in an appropriate manner.

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

Access to your personal data may be given on a need-to know basis to the following recipients:

- European Commission DGs, in particular, the Traineeship Office which is centralising the blue book traineeship scheme
- The Human Resources Unit of EACEA
- The Director of EACEA

- The Head(s) of Department of EACEA
- Heads of Units of EACEA
- The Traineeship Coordinator of EACEA
- Designated Recruiters of Units of EACEA
- Secretaries of EACEA
- Designated Traineeship Advisors of Units of EACEA

In addition, in case of audit, control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes, in particular, the following recipients:

- The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure
- The European Anti-Fraud Office (OLAF)
- The Internal Audit Service of the Commission
- The Investigation and Disciplinary Office of the Commission (IDOC)
- The European Court of Auditors
- The European Ombudsman
- The European Public Prosecutor's Office
- National authorities

5. How long do we keep your personal data?

All personal data of Blue Book trainees are collected and processed by the Traineeships Office of the European Commission (traineeship scheme). A specific privacy statement regarding the retention period of different categories of personal data can be found [here](#).

Personal data of trainees are also kept in Sysper (Corporate tool). A specific privacy statement regarding the retention period of different categories of personal data in Sysper can be found [here](#).

The Agency stores limited personal data of trainees for the duration of their traineeship (CVs, list with names, the photo for My IntraComm (including the consent) and contact details): all data are eliminated immediately at the end of traineeship period.

The photos of the trainees are published on the IntraComm as news items. The news published are kept and archived as part of the European Commission history.

Spontaneous applications are not kept by EACEA and are immediately deleted.

6. What are your rights concerning your personal data and how can you exercise them?

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

As this processing of your personal data is based on point of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing under the provisions of Article 23 of the data protection regulation.

In addition, as this processing of your personal data is also based on your consent (Article 5(1)(d) or Article 10(2)(a) of the data protection regulation), please note that you can withdraw it at any time, and this will have effect from the moment of your retraction. The processing based on your consent before its withdrawal will remain lawful.

Please note that Article 25 of Regulation (EU) 2018/1725 provides that, in matters relating to the operation of EU institutions and bodies, the latter can restrict certain rights of individuals in exceptional circumstances and with the safeguards laid down in that Regulation. Such restrictions are provided for in internal rules adopted by EACEA and published in the Official Journal of the European Union ([OJ L 92, 17.3.2021, p. 6–14](#)).

Any such restriction will be limited in time, proportionate and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive a more specific data protection notice when this period has passed.

As a general rule you will be informed on the principal reasons for a restriction unless this information would cancel the effect of the restriction as such.

7. Your right to have recourse on any personal data issue

In case of question, request on your data subject rights or on any personal data protection issue, you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: eacea-data-protection@ec.europa.eu.

You may lodge a complaint with the European Data Protection Supervisor at any time: <https://edps.europa.eu/>.

8. On which legal basis are we processing your personal data?

Article 5(1) (a) of the data protection regulation: 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 (to be laid down in Union Law);

- Council Regulation (EC) No 58/2003 laying down the statute of the executive agencies: Article 11 paragraph 6 and Article 18.
- Commission Implementing Decision 2021/173 of 15 February 2021 that repeals Commission Decision 2013/776/EC of 18 December 2013 that set up the European Education and Culture Executive Agency.
- Rules governing the official traineeships scheme of the European Commission (Commission Decision of 2.03.2005 - C(2005)458).

Article 5(1)(d) and Article 10 (2) (a) of the data protection regulation: the data subject has given (explicit) consent to the processing of his or her personal data for one or more specific purpose (e.g. for the publication of photos on MyIntracomm or for accessibility requirements to the EACEA premises).