



European Committee
of the Regions

PRIVACY STATEMENT

TRAINEESHIPS

1. Short description

When recruiting trainees pursuant to an internal selection procedure at the European Committee of the Regions, your personal data are processed in accordance with Regulation No 1725/2018 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies and offices and agencies and on the free movement of such data.

By submitting your application, you consent to your personal data being processed for the purposes of the procedure described in this privacy statement.

2. Who is responsible for the processing of personal data?

The European Committee of the Regions (CoR) is responsible (as controller) for the processing of personal data. The responsible service is the Working Conditions Unit.

Contact: Head of Working Conditions Unit
Traineeships Office
European Committee of the Regions
Directorate Human Resources and Finance
101 rue Belliard
1040 Brussels
BELGIUM
trainee@cor.europa.eu

3. What is the purpose of the processing?

The purpose of the processing of your personal data provided to us by your application for a position as a trainee is to enable the internal selection and recruitment of you as a trainee and to establish a personal file for the traineeship.

4. What is the legal basis for the processing?

The legal basis for the processing is the CoR decision no 79/2017 on rules governing the traineeship schemes of the European Committee of the Regions.

5. What personal data are processed?

Different traineeships have to be distinguished:

- a) Standard traineeship:
 - personal data (surname, first name, gender, nationality, date, place and country of birth)
 - contact data (email address, private phone number)
 - academic and professional credentials (completed and/or ongoing studies, previous employment and/or traineeship experience)
 - other relevant information (language skills, IT skills, social skills and competences, other skills)

- documents added to the application by the candidates (ID card or passport, documents proving completed and/or ongoing studies, documents proving working experience)
 - selected trainees have to provide a proof of their medical fitness to undertake a training period and an extract from the judicial record, banking details, information regarding marital status and dependent children, name and phone number of person to be notified in the event of an accident, information regarding health insurance cover for the traineeship period
- b) Short-term study visit:
- Curriculum vitae
 - copy of a passport or identity card, giving surnames, forenames, date and place of birth and nationality of the applicant
 - proof of obligatory health insurance cover for the traineeship period
 - copies of all relevant diplomas and/or official certificates held
 - copies of all relevant attestations of professional experience
 - proof of knowledge of at least one of the CoR's most used working languages (English or French)
- c) Traineeship for government officials:
- Curriculum vitae
 - copy of a passport or identity card, giving surnames, forenames, date and place of birth and nationality of the applicant
 - proof of obligatory health insurance cover for the traineeship period
 - document which confirms that the applicant is employed by the sending authority and that the latter agrees with the internship at the CoR
 - proof of knowledge of at least one of the CoR's most used working languages (English or French)

6. Who are the recipients or categories of recipients of your personal data?

a) Standard traineeship:

All data will be communicated exclusively to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee).

The traineeship advisers who, in the various departments, take part in the selection process, only receive access in the first phase of the selection process to the data on gender, nationality, studies, languages and skills; in the second phase of the selection process they can also access data on surname, first name, nationality, email address and phone number.

Surname, first name and citizenship will be communicated to the IT department and security service.

b) Short-term study visit:

All data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and contact person in the department concerned, director and deputy-director of Human Resources and Finance.

In the case of candidates from a third country and/or candidates without a full academic degree, all data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and contact person in the department concerned, secretary-general and head of the secretary-general's private office.

Surname, first name and citizenship will be communicated to the IT department and security service.

c) Traineeship for government officials:

All data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and contact person in the department concerned, director and deputy-director of Human Resources and Finance.

In the case of candidates from a third country, all data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and

contact person in the department concerned, secretary-general and head of the secretary-general's private office.

Surname, first name and citizenship will be communicated to the IT department and security service.

7. Are your personal data transferred to a third country or international organisation?

No

8. How can you exercise your rights?

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to object to the processing of your data and to request the deletion of your personal data (if processed unlawfully).

Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability). You also have the right to withdraw your consent at any time.

You can direct your queries to trainee@cor.europa.eu. The query will be dealt with within 15 working days.

You have the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation no 1725/2018 have been infringed as a result of the processing of your personal data by the CoR.

9. How long are your personal data kept for?

a) Standard traineeship:

The personal data of all candidates registered via the trainee application will be retained in the CoR database for two years from the official starting date of the traineeship.

For successful candidates for the standard traineeship, these data will be kept in paper form for five years after the end of the traineeship.

b) Short-term study visit:

The personal data of candidates for a short-term traineeship will be retained for two years after receipt of the application.

For successful candidates for a short-term traineeship, these data will be kept in paper form for five years after the end of the traineeship.

c) Traineeship for governmental officials:

The personal data of candidates for a traineeship for governmental officials will be retained for two years after receipt of the application.

For successful candidates for a traineeship for governmental officials, these data will be kept in paper form for five years after the end of the traineeship.

10. Are the personal data collected used for automated decision-making, including profiling?

No

11. Will your personal data be further processed for a purpose other than that for which the data have been obtained?

The summary note concerning the selection procedure and information merely containing your last and first name, gender and nationality are kept for an undetermined period for historic and statistical reasons.

12. Who do I contact if I have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the data controller, trainee@cor.europa.eu.

You may also contact the CoR data protection officer (data.protection@cor.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu) at any time.
