

Data protection – Privacy statement

Student summer work

This privacy statement sets out the way in which the European Court of Auditors (ECA) processes and protects the personal data it collects when recruiting students for summer work.

By filling in an application, you consent to the ECA processing your data in the manner described below.

Who is responsible for processing your data?

The Director of Human Resources, Financial and General Services will be responsible for processing your data.

Why do we collect your data?

Human Resources need to process your personal data in order to select and recruit students.

Your personal data will not be processed for any purpose other than that for which it has been collected.

We ask that you supply your personal data to allow files to be duly considered.

What are the rules governing the use of your data?

The legal framework for the processing of personal data at the Court is [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.

The summer jobs at the ECA are governed by the applicable national law provisions.

What personal data do we collect?

At first, we will collect the following details: first name, surname, date of birth, address, email address, telephone number, ID card/passport number, and Luxembourg social security number. If you are chosen, you will need to provide a form of ID and a medical fitness certificate.

Who has access to your data and to whom will it be disclosed?

Staff from Human Resources have access to your data on a “need to know” basis.

Should you file a complaint, your personal data may be forwarded to other recipients, such as the European Ombudsman, the European Data Protection Supervisor or the ECA Data Protection Officer.

How do we safeguard against possible misuse of or unauthorised access to your data?

Data sets are stored securely in the ECA’s data centre in Luxembourg, where they are subject to several measures to protect the availability, integrity and confidentiality of the institution’s electronic assets.

Access to personal data is restricted to a specific user group. Access rights are granted on a “need to know” basis, taking account of the role, post and responsibilities of the user concerned. These rights are updated regularly as staff assignments change.

While retaining overall responsibility for implementing the rules on access rights and ensuring compliance with data protection rules, the ECA’s Secretary-General has delegated certain related tasks.

The Court has an information security policy and an Information Security Officer who ensures that the policy is implemented correctly and that the related checks are tested for efficiency.

How long do we keep your data?

Your personal data will be retained for two years following receipt of your application.

What are your rights?

Your rights in respect of your personal data are set out in Articles 17 to 24 of Regulation (EU) 2018/1725. You have the right to access your personal data and to have it corrected without undue delay if it is inaccurate or incomplete.

Under certain conditions, you have the right to ask us to erase your personal data or restrict its use. If required for reasons of personal circumstance, you may object to our processing of your personal data at any time. You also have the right to data portability.

Once we have examined your request, we will take a decision and communicate it to you without undue delay and within one month of receipt of the request at the latest. This period may be extended by a further two months where necessary.

You can exercise your rights by contacting the data controller, using the contact information given below.

Who should you contact if you have any queries or complaints?

The first point of contact is the data controller, who may be contacted at ECA-JOB-ETE@eca.europa.eu.

You may contact the ECA's Data Protection Officer (eca-data-protection@eca.europa.eu) at any time if you have any concerns/grievances regarding the processing of your personal data.

You have the right to lodge a complaint, at any time, with the European Data Protection Supervisor (edps@edps.europa.eu) concerning the processing of your personal data.