

## **DATA PROTECTION**

### **SPECIFIC PRIVACY STATEMENT RELATING TO THE EMPLOYMENT OF TRAINEES**

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This privacy statement concerns the European Court of Auditors' (ECA) processing of personal data for traineeship applications, collected through its website

The manner in which the ECA processes and protects your personal data is described below.

By using the online traineeship application form, you give your consent to the processing of your data by the ECA as described in this statement.

#### **Who is responsible for handling your data?**

Data processing operations are under the responsibility of the Director of Human Resources Services, Finance and General Services.

#### **Why do we collect your data?**

The personal data and documents requested in the online application form are collected solely for the purpose of selecting and recruiting trainees.

#### **What are the rules governing the use of your data?**

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

The legal basis for the employment of trainees is laid down in the Secretary-General's Rules for the Employment of Trainees at the European Court of Auditors of 22 June 2015.

#### **What personal data do we collect?**

Your name, surname, nationality, address, telephone number, e-mail address, place and date of birth, details of diplomas, past professional experience and current studies (if applicable), and any other information relevant for the application.

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

The selection process is managed by the Human Resources Services team. In the context of recruitment, personal data may be accessed by all the ECA's managers and any ECA staff who have received delegation from a manager. Other possible recipients of applicants' personal data include the internal and/or external auditors, the Legal Service, the Data Protection Officer, the European Data Protection Supervisor and the Ombudsman (in the event of a complaint).

#### **What security measures are taken to safeguard against possible misuse of or unauthorised access to your personal data?**

Data sets are stored securely in the ECA's Data Centre in Luxembourg and are therefore covered by the numerous measures taken to protect the availability, integrity and confidentiality of the institution's electronic assets. Access rights to applicants' personal data are strictly limited to a specific user group. Access is granted on a "need to know" basis. This principle takes into consideration the function, job and responsibilities of the member of staff requesting access rights. Such rights are therefore continually updated in line with changes in the assignment of members of staff.

The ECA Secretariat-General is responsible for monitoring implementation of the rules governing the granting of access rights and for ensuring overall compliance with data protection regulations. The principal manager responsible for the human resources services team decides who has access to which part of the system. 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?**

Applicants' personal data which the ECA collects through its website are stored for a period of two years from the date of receipt of the application for traineeship.

**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 them rectified 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 to restrict its use. Where applicable, you have the right to object to the processing of your personal data, at any time, on grounds relating to your particular situation, and the right to data portability.

We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. This period may be extended by two further 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 a query or complaint?**

The first level of contact is the Human Resources Services team at [ECA-stage\(at\)eca.europa.eu](mailto:ECA-stage(at)eca.europa.eu). You may contact at any time the ECA's Data Protection Officer ([ECA-Data-Protection\(at\)eca.europa.eu](mailto:ECA-Data-Protection(at)eca.europa.eu)) if you have any concerns/complaints about the processing of your personal data.

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