

## Specific privacy notice

### Personal data protection within the framework of the selection of trainees under the administrative decision no 1/2022 on traineeships offered by the Translation Centre for the Bodies of the European Union

Within the framework of the selection of trainees under the administrative decision no 1/2022 on traineeships, all personal data are dealt with in compliance with 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 (hereinafter referred to as the Data Protection Regulation). As laid down in Articles 15 and 16 of the Data Protection Regulation, the Translation Centre provides data subjects with the following information prior to their application.

#### Identity of the controller:

The Head of the Human Resources and Staff Support Section

#### Purpose of processing:

To organise selection procedures to select trainees and in line with the related administrative decision, to manage the applications at the various stages of the selections, as well as to manage and to control the use of reserve lists.

#### Data concerned:

- Personal data allowing identification of the candidate (such as surname, first name, date of birth, email address, citizenship, private address, country of origin, etc.);
- Information provided by the candidate to allow the verification of his/her eligibility (CV, academic background, certificates proving a minimum experience required, languages, police register, etc.);
- Results of the selection procedure with the identification of selected, potential (reserve list) or not selected trainees;
- Personal data received from successful candidates to complete the selection phase.

#### Legal basis:

Administrative decision no 1/2022 on traineeships offered by the Translation Centre for the Bodies of the European Union.

#### Recipients of the data processed:

- Human Resources and Staff Support Section staff in charge of trainee selections;
- Members of the Selection Committee;
- Director of the Centre;

- Staff in charge of complaints according to Article 90 and appeals before the Court of Justice of the European Union;
- Also, if appropriate, access will be given to the Internal Audit Service, the European Court of Auditors, the European Ombudsman, the European Data Protection Supervisor, the General Court of the European Union, the Court of Justice of the European Union;
- If requested, personal data can be disclosed to the European Anti-Fraud Office (OLAF);
- In case of selection, the personal data will be disclosed to other offices of the Commission (PMO, JSIS);
- Should the candidate's name be put on a reserve list, access to the reserve list and to the candidate's data will be provided to the Heads of departments interested in the selection of the person.

Access rights for each user group are governed by the "need to know" principle. All recipients of personal data in the framework of this exercise are instructed to process the personal data they receive only for the purpose for which they were transmitted.

The candidates are free to give their data on a voluntary basis. All candidates applying for a traineeship and providing information including personal data to the Translation Centre by any means (in particular by paper or electronic form) are deemed to have unambiguously given their consent for the subsequent processing operations in application of Article 5(d) of Regulation 2018/1725.

#### **Lawfulness of processing:**

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Union and, in particular, of 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 (hereinafter referred to as the Data Protection Regulation).

#### **The data subject's rights:**

The data subjects have the right to access and rectify their data. By consulting the Human Resources Section, they can check their personal details and ask for modification. A formal request must be justified and sent in writing to the Head of the Human Resources Section.

The data subjects may also contact the Data Protection Officer (DPO) of the Translation Centre ([data-protection@cdt.europa.eu](mailto:data-protection@cdt.europa.eu)) concerning the data processing.

The data subjects have the right to have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

#### **Time limits for storage:**

Data related to selected trainees is retained for a period of 10 years as of the termination of the traineeship.  
Data related to non-selected trainees is stored for 7 years after the expiry of the validity of the reserve list.