



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

Institute for Reference Materials and Measurements
Management support

Privacy Statement for the Creation of a traineeship file

1. What is a traineeship file?

Traineeship file collects all information pertaining the selection process which, at different stages, involve DG JRC Institutes/Directorates (Management Support Units (MSUs) and scientific staff), the Human Resources Unit of the Resource Management Directorate and the candidates concerned.

As within the scope of these processes, personal data are being collected and further processed, Regulation (EC) 45/2001 of the European Parliament and of the Council of 18/12/2000 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies on the free movement of such data is applicable.

The Head of the Human Resources Unit of the Joint Research Centre (JRC) has taken the responsibility, as Controller of the processing operations on personal data covered by the notification DPO-2073. The Management Support Unit Heads in the Institutes/Directorates of the Joint Research Centre (JRC) act as Personal Data Processors.

2. What personal information do we collect, for what purpose and through which technical means?

The personal data collected and processed are as follows:

- name, first name, per id number, nationality, ...
- certificate of good conduct
- medical aptitude
- sickness insurance
- No. 2 passport photos
- updated *curriculum vitae*
- copy of passport or identity card
- official application form
- all diplomas considered relevant
- letter of inscription at the University

The main purpose of the collection of data is to prepare and finalise the selected trainee candidate's file and to allow for his/her entrance into service.

Applications for the open call for trainees are collected through dedicated Functional Mail Boxes, one per JRC Institute/Directorate. The data concerning all the trainees who enter into service are summarised in an Excel worksheet, which is intended for the use of file managers and, in a reduced version, for consultation by the MSUs.

3. Who has access to your information and to whom is it disclosed?

The Head of Unit of Human Resources and the relevant file managers have full access to all selection files and related information. As mentioned above a monitoring Excel table has been created in order to make visible to the MSUs file managers and relevant Head of Unit the data concerning the selection steps. The last step of the selection procedure is to inform Security Service, Welcome desk of JRC Ispra and the concerned Institutes/Directorates of trainee's arrival.

4. How do we protect and safeguard your information?

The collected personal data and all information related to the trainee are electronically stored on the servers located in JRC Data Centre which fulfil the JRC security decisions and provisions. Paper documents are archived in physical files which are stored at the personnel premises and are accessible only for authorised officers of the HR and MSUs.

5. How can you verify, modify or delete your information?

In case you want to verify which personal data are stored on your behalf by the responsible controller, have the data modified, corrected, or deleted, please write an e-mail message to the functional mailbox address mentioned hereafter under "Contact Information", explicitly specifying your request.

6. How long do we keep your data?

Selection files on paper and/or on electronic media for trainees are classified and stored for a period of 2 years.

A personal file of the selected trainee will be kept for 2 years after his training period.

A reduced personal file of the selected trainee will be kept for 50 years after the training period because some trainees could ask for a certificate.

7. Contact Information

In case you have questions related to processing of personal data please send an email to the functional mailbox address of the Controller:

jrc-irmm-trainees@ec.europa.eu

On questions relating to the protection of personal data, you can contact:

- the Data protection Co-ordinator of the DG JRC:

jrc-data-protection-coordinator@ec.europa.eu

- the Commission's Data Protection Officer:

data-protection-officer@ec.europa.eu

8. Recourse

In the event of a dispute, you can send a complaint to:

- the European Data Protection Supervisor:

edps@edps.eu.int