

Privacy Statement

Recruitment of ECDC trainees

1. PURPOSE OF THE PROCESSING OPERATION

ECDC processes the personal data collected in accordance with Regulation (EU) 2018/1725. The purpose of the processing is to select trainees for the official traineeships scheme of ECDC.

2. IDENTITY OF THE DATA CONTROLLER

The Controller of the data is the [Head of Human Resources](#) of ECDC.

3. LEGAL BASIS FOR THE PROCESSING

The legal basis of the processing operation are art. 3 of Regulation (EC) 851/2004 and the Internal Policy governing the Traineeship programme in the European Centre for Disease Prevention and Control (ECDC/IP/102).

4. CATEGORIES OF PERSONAL DATA COLLECTED

The categories of data collected and used for the processing operations are the following:

contact details of the candidate (family name, name, date of birth, gender, nationality, private address, e-mail address, telephone) and data on the profile of the applicant which are relevant for the selection procedure (CV in European format, motivation letter, and, eventually, where requested, supporting documents and other certificates).

It is mandatory for applicants to answer all questions contained in the application form and to fill in all fields requested in the CV in European format, unless otherwise indicated in the specific documents. Failure to comply with the mentioned obligation may result in the disqualification of the applicant from the concerned selection procedure. However, applicants failing to fill the fields noted as optional will not be disadvantaged neither discriminated with regards to the selection procedure.

The processing of your data will not be used for an automated decision making, including profiling.

5. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?

The recipients of the data are the following:

the Head of HR section, the Recruitment Team and Personnel Administration Team in HR Section, ECDC Heads of Unit (and their secretaries) interested in receiving a trainee, and Appointing Authority (Director of ECDC).

6. HOW LONG DO WE KEEP YOUR DATA?

Non-selected applicants: data are kept for two years after the deadline for recruitment (deadline for entering possible complaints). Selected applicants: data are retained for up to 7 years after the traineeship (corresponding to 5 years after budget discharge, in n+2). Once the above 7 years period is completed, information on the duration of the traineeship, the unit to which the trainee was assigned, the name of supervisor and the nature of work performed is stored for 50 years.

7. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

In order to protect your personal data, a number of technical and organisational measures have been put in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

8. WHAT ARE YOUR RIGHTS AND HOW YOU CAN EXERCISE THEM?

As a data subject, you have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing it or to object to processing. You have the right to the portability of your data. You have the right to withdraw the consent to process your personal data.

Exceptions based on Regulation 2018/1725 may apply.

Should you consider that your data is processed by ECDC unlawfully, you can contact the Data Protection Officer at ECDC dpo@ecdc.europa.eu. You also have the right to lodge a complaint with the European Data Protection Supervisor.