



Data Protection Notice

Selection, recruitment and management of bluebook trainees in the REA

In accordance with the Regulation (EU) 2018/1725 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 (Regulation), the Research Executive Agency (Agency or REA) collects your personal information only to the extent necessary to fulfil a precise purpose related to our tasks.

1. WHY DO WE COLLECT YOUR PERSONAL DATA?

REA Evaluators selection

DG EAC Traineeships Office communicates to the REA the number and nationalities of Officials/other Agents needed to evaluate applications depending on the language of the documents submitted by the trainees. The REA shall provide the Traineeships Office with a list of AD Officials/temporary /contractual agents who will be responsible for evaluating applications of trainees during the pre-selection phase.

Trainees selection

The REA selects its candidates from a Virtual blue Book Database managed by the DG EAC Traineeships Office and communicates the names of the candidates selected to the Traineeships Office. REA shares with DG EAC the organisation of the entry into service and the follow up of the trainees during their 5 months traineeship period:

- DG EAC is in charge of the registration of the trainee's Identity Card/passport in DG HR Security Database ("Oriana") in order for DG HR Security to generate their access badge;
- REA register the trainees in SYSPER (traineeship period and identification data);
- REA is responsible for the everyday tasks and time management of the trainees;
- At the end of the traineeship, REA is responsible of the evaluation of its trainees based on an evaluation template provided by the Traineeship Office;
- REA should communicate any relevant information concerning its trainees to the Traineeships Office (sick leave, interruption of the traineeship, any issue concerning their daily work).

2. WHO IS RESPONSIBLE FOR THIS PROCESS?

The controller is the Research Executive Agency (REA). For organisational reasons, the role of the data controller is exercised by the head of Unit C1 ("Administration") of the REA. The controller may be contacted via functional mailbox: REA-TRAINEES@ec.europa.eu.

3. WHAT IS THE LEGAL BASIS TO COLLECT YOUR DATA?

The processing is necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(1)(a) of Regulation), as established by the following legal acts:

- Rules governing the official traineeships scheme of the European Commission – Commission Decision of 2 March 2005 (C(2005)458);
- Service Level Agreement between the REA and the Directorate-General Education and Culture of the European Commission (DG EAC) of 22/12/2016;
- Article 6 of Annex III, 28 (e) (applied mutatis mutandis) of the Staff Regulations of the Officials [Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of

Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ 45, 14.6.1962, p. 1385) as amended by later Regulations and Corrigenda;

- Articles 11 (6) and 18 of Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes;
- Commission Implementing Decision 2013/778/EU of 13 December 2013 setting up the Research Executive Agency and repealing Decision 2008/46/EC;
- Steering Committee Decision adopting of REA Implementing Provisions to the Staff Regulations (REA/SC (2014) WP.1.2) on 30 January 2014.

4. WHICH PERSONAL DATA ARE COLLECTED?

- Identification data: First name, last name (display/usual/birth/full official), photograph (in the passport/identity card), gender, nationality(-ies), title, date/place/country of birth, address postcode, town/province, country, telephone number, mobile phone number, fax number, personal e-mail address, emergency contact details (address, name, telephone number, etc.);
- Data related to educational background: completed studies/ongoing studies, period of studies, date/level of degree, name/location of the university, field of study/specialisation, major subject, main subject (s), level in EQF classification, marks or grade awarded, paper or publication, number of pages, type of publication;
- Data related to professional experience: name of employer, country, period of the professional experience, type of employment, task description;
- Data related to the data subject's knowledge of languages: mother tongue/other language (listening, reading, spoken interaction, spoken production, writing);
- Data related to computer skills: product/application, level of skill, additional information (if any);
- Data related to communication and organizational skills (free text field);
- Data concerning the data subject's motivation for applying: general reasons for applying (free text field);
- Data related to the choice of type of internship;
- Data related to preferred employment area;
- Data related to the motivation for the choice of the preferred employment area (free text field);
- Data related to why the data subject considers his/her profile suitable for this employment area;
- Data related to marital status.

Besides administrative purposes, data on gender and nationality is collected and/or processed in order to keep gender balance and equilibrium between candidates from the different Member States and non EU countries during the pre-selection phase on the basis of point 3.3.1 of the Rules governing the official traineeships scheme of the European Commission (Commission Decision of 2.03.2005 - C(2005)458). In addition, the nationality is taken into consideration in order to select when possible trainees with a nationality different from their advisor's one.

Special categories of data

Health related data such as disability or absence due to sickness.

The data subjects spontaneously provide data on disability. Those data is to the attention of the REA HR in order to enable the REA to take the necessary measures to facilitate the work of trainees with disabilities.

Sickness absence

In case of sickness absence, the trainees must inform their advisers and the REA Trainees Coordinators (REA-TRAINEES@ec.europa.eu) immediately.

In case of an absence of more than two days, the trainee should send a medical certificate to REA Trainees Coordinators (REA-TRAINEES@ec.europa.eu) who forward the certificate to the Traineeships Office. No copy of the certificate is kept and any data of medical nature should be masked.

Each member of the REA HR who processes administrative documents that may contain health related data is subject to an obligation of secrecy equivalent to that of a health professional. The members of the REA HR also sign a declaration of confidentiality regarding the processing of health-related data.

The processing of health-related data in the REA is covered by a relevant record of a data processing activity named "Processing of Health Data by the REA". In addition, the processing of personal data in the context of work patterns, leave and presence management at the REA is covered by a relevant record of data processing activity. However, trainees are not entitled to special leaves but only to two days leave per month.

No data revealing political opinions, religious or philosophical beliefs, or trade union membership is collected and/or processed (except in case they are spontaneously/optionally provided by the data subjects in the category of "communication and organisational skills" or in their "motivation for applying").

Other

Upon recruitment, the trainee also signs a "Declaration of absence of conflict of interest and of confidentiality".

5. WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

a. Within the Agency, the following recipients will have access to the data in the Virtual Blue Book Database

- REA Traineeship Coordinator and advisor;
- REA HR authorised staff;
- REA Management (Heads of Department, Heads of Unit, Heads of sector and Director);
- REA ICS & Legal Affairs sector.

b. Other potential recipients are:

- Authorised staff of the Traineeships Office of the European Commission (DG EAC);
- European Court of Auditors (ECA);
- The Court of Justice of the European Union;
- European Ombudsman;
- European Data Protection Supervisor (EDPS).

This transmission will be restricted to the information necessary for the competent entity to carry out its task that will process those data only for the purposes for which they have been transmitted. Any recipient of the data shall be reminded of their obligation not to use the data received for other purposes than the one for which they were transmitted.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Non-recruited applicants

Data is retained by DG EAC for 2 years as mentioned in the specific privacy statement of the Traineeships Office of DG EAC. After this period all personal data of candidates are deleted.

Recruited Blue Book trainees

These files are not managed by REA, but centrally by DG EAC, which is responsible for the correct implementation of the above mentioned retention schedule for trainees files.

DG EAC Traineeship Office retains the following documents for 5 years after the end of the traineeship:

- Application form of the candidate, including all annexes – copies of diplomas and certificates, copy of passport, etc;
- assessment and pre-selection sheet;
- offer of a European Commission traineeship;
- copy of the attestation of training issued to the trainee on completion of the traineeship;
- where appropriate, correspondence attesting early termination of the traineeship correspondence;
- proof or legal personality (FEL)

The following are kept by DG EAC for 50 years after the end of the traineeship:

Statements of insurance history containing information such as first name, last name, middle name(s), date of birth, traineeship period, directorate-general/service where the trainee worked and amount of the grant received.

7. WHAT ARE YOUR RIGHTS?

Data subjects may access/rectify/erase (where applicable) their data on the application form (online) while the application is still at a draft stage. Once the application is submitted electronically, it is no longer possible to rectify data ("read-only" access).

Data subjects may withdraw their applications at any time.

Once the deadline for submitting the application expires, it is no longer possible to access the data online. However, after the closing date of the submission of applications, data subjects may request for the rectification of specific data (name, telephone number(s), address, etc.) by sending an email to the DG EAC Traineeships Office functional mailbox EAC-STAGES@ec.europa.eu. The DG EAC Traineeships Office handles exclusively the personnel file of the trainee centrally.

Data subjects may ask for rectification of their data residing in SYSPER by sending an email to REA-TRAINEES@ec.europa.eu

8. CONTACT INFORMATION

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the following email address: REA-TRAINEES@ec.europa.eu

Further to the above, the following instances can be addressed:

REA Data Protection Officer (DPO): REA-DATA-PROTECTION-OFFICER@ec.europa.eu

In case of conflict, complaints can be addressed to the European Data Protection Supervisor: EDPS@edps.europa.eu.