



## SPECIFIC PRIVACY STATEMENT RELATING TO THE EMPLOYMENT OF TRAINEES

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This privacy statement refers to the processing of traineeship applicants' personal data that the European Court of Auditors (ECA) collects through its website. Candidates' personal data will be processed in compliance with the provisions of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000.

This statement explains the manner in which the ECA handles personal data and how the privacy of such data is ensured.

The principal manager responsible for the Human Resources Services team is the data controller for this process.

By using the online traineeship application form, the applicant consents to the data practices described in this statement.

### **Legal framework**

The legal framework 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.

### **Why are personal data collected?**

The personal data and documents requested in the online application form are collected solely for the purpose of selecting and recruiting trainees. The selection process is managed by the Human Resources Services team.

### **What personal data are collected?**

Your name, 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 information and to whom is it disclosed?**

In the context of recruitment, personal data may be accessed by all the ECA's managers.

Other possible recipients of applicants' personal data include the internal and/or external auditors, the European Anti-Fraud Office (OLAF) (in the event of a fraud investigation), 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 are stored safely in the ECA's Data Centre. Measures are taken to ensure the confidentiality of all the ECA's electronic assets, and the privacy of applicants' personal data is therefore protected.

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.

### **How long does the ECA 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.

### **Access and correction rights**

You are entitled to request access to the personal data the ECA holds in your regard, and to have those data corrected, updated or deleted if they are inaccurate. You may address any such request to the data controller ([ECA-stage@eca.europa.eu](mailto:ECA-stage@eca.europa.eu)).

### **Whom should you contact if you have any queries or complaints?**

The first level of contact is the Human Resources Services team at [ECA-stage@eca.europa.eu](mailto:ECA-stage@eca.europa.eu). Any complaints regarding the processing of your personal data should be addressed to the Data Protection Officer ([ECA-data-protection@eca.europa.eu](mailto:ECA-data-protection@eca.europa.eu)).

You are also entitled at any time to lodge a complaint regarding the processing of your personal data with the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).