



TRAINEESHIP AT CEDEFOP

Would you like to gain professional experience in an international environment?

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Executive Director's office / Data Protection Officer
Project description	<ul style="list-style-type: none">• Assist DPO with review of data processing operations in light of the GDPR-aligned Regulation (EU) 2018/1725• Assist DPO with maintenance of register of data protection records• Provide support to DPO in legal matters as well as requests from EDPS or other supervising authorities
Project outputs / outcomes	<ul style="list-style-type: none">• New processing operations reviewed and documented• Register of data protection records in the web portal is accurate and up-to-date
The trainee's main duties and tasks	<ul style="list-style-type: none">• Assist DPO in responding to requests from EDPS and related follow up actions• Assist with research for and drafting of opinions and guidelines on legal data protection aspects• Assist Cedefop departments/services with creation of 'records' of processing operations, together with associated compliance check and DPIA (Data Protection Impact Assessment) where required• Assist DPO in revision and updating of data processing records to ensure correct description of new systems (e.g ABAC, M365, FlowForma etc.)
Expected learning outcomes	The trainee will acquire in-depth knowledge of the EU data protection framework and gain understanding of other information governance issues (public access to documents, long-term preservation, use of an electronic document management system etc.)
ESSENTIAL REQUIREMENTS	
Academic background	Degree in law or other field relevant to the duties and tasks.
DESIRABLE	
Experience/exposure	<ul style="list-style-type: none">• Interest and/or experience in data protection• Knowledge and skills on electronic information management• Knowledge of Regulation (EU) 2018/1725 on data protection and/or the General Data Protection Regulation (GDPR)• Familiarity with EU regulation 1049/2001 on public access to documents, or other 'freedom of information' legislation.



Deadline for the submission of applications:
Thursday 16 March 2023 at 13:00 Greek time (CET+1)

Only applications submitted online will be accepted