



## TRAINEESHIPS 2024

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

Cedefop, the EU Agency based in Thessaloniki, offers  
a **10-month traineeship** starting on **1 October 2024**.

### WHAT THE TRAINEESHIP IS ABOUT

Department/Service	Executive Director's Office / Data Protection Officer
Project title	Data Protection
Project description and outcomes	<ul style="list-style-type: none"><li>• Assist DPO with review of data processing operations in light of Regulation (EU) 2018/1725</li><li>• Assist DPO with maintenance of register of data protection records</li><li>• Provide support to DPO in view of replying to the requests from the EDPS or other supervising authorities</li></ul>
Trainee's main duties and tasks	<ul style="list-style-type: none"><li>• Assist DPO in responding to requests from EDPS and related follow up actions</li><li>• Assist with research for and drafting of opinions and guidelines on data protection aspects</li><li>• Assist Cedefop departments/services with creation of 'records' of processing operations, together with associated compliance check, privacy statements and DPIAs (Data Protection Impact Assessment) where required</li></ul>
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, IT, or other field relevant to the duties and tasks
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### DESIRABLE

Experience/exposure	<ul style="list-style-type: none"><li>• Interest and/or experience in data protection</li><li>• Knowledge and skills on electronic information management</li><li>• Knowledge of Regulation (EU) 2018/1725 on data protection and/or the General Data Protection Regulation (GDPR).</li><li>• Familiarity with EU regulation 1049/2001 on public access to documents, or other 'freedom of information' legislation</li></ul>
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For further information and on-line application, please visit our [website](#)

**Deadline for the submission of applications:  
Wednesday 22 May 2024 at 13:00 Greek time (CET+1)**

**Only applications submitted online will be accepted**