

Cedefop record of processing activity

Record of Cedefop activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No. 45/2001 and Decision 1247/2002/EC.

| Nr. | Item | Description |
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| Traineeship selection and traineeships at Cedefop | | |
| 1. | Last update of this record | 16/03/2020 |
| 2. | Reference number | 2008-196 – Traineeship selection and traineeships at Cedefop |
| 3. | Name and contact details of controller | <p>Cedefop – European Centre for the Development of Vocational Training Postal address: Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE Telephone: (+30) 2310-490111 Email: info@cedefop.europa.eu</p> <p>Responsible department or role: DRS / Human Resources</p> <p>Functional email address for enquiries on processing of personal data: hr_data_protection@cedefop.europa.eu</p> |
| 4. | Name and contact details of DPO | data-protection-officer@cedefop.europa.eu |
| 5. | Name and contact details of joint controller (where applicable) | n/a |
| 6. | Name and contact details of processor | Staff members of Human Resources |

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| | (where applicable) | Project managers who have requested a trainee and are thus involved in the selection process. |
| 7. | Very short description and purpose of the processing | <p>Cedefop offers 9-month traineeships, normally starting on 01 October each year.</p> <p>The process is the following:</p> <ul style="list-style-type: none"> • Collection, assessment and storage of the applicant's data in view of a possible traineeship at Cedefop. <p>The purpose of the data processing is to collect the information necessary for the selection of trainees. The selection of trainees is based on the following criteria:</p> <ul style="list-style-type: none"> - Cedefop priorities in terms of work programme and projects; - Trainee's academic background, professional experience (where applicable) and linguistic profile; - Preferences expressed by the applicants (applicants are asked to indicate projects of preference). <p>Legal basis: Data is processed in accordance with the objectives of Cedefop decision titled "Extract from the rules governing in-service training periods at Cedefop" of 11 September 2003 https://livelink.cedefop.europa.eu/livelink/livelink.exe?func=ll&objId=25952910&objAction=viewheader</p> |
| 8. | Description of categories of persons whose data Cedefop processes and list of data categories | <p>Data subjects: Applicants, namely the persons who submit their application for a traineeship at Cedefop for a specific traineeship period.</p> <p>Categories of personal data processed: The data undergoing processing are as follows:</p> <ul style="list-style-type: none"> - Name - Nationality - Date of birth - Address - Phone number(s) - E-mail address - Information on academic background, professional experience, training and language skills. - Information on previous traineeships <p>For successful applicants, bank details are collected in order to facilitate payment of grants. Also, proof of health insurance is collected.</p> |

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| 9. | Time limit for keeping the data | <p>The processing of data starts from the moment they are submitted and for the duration of the selection process.</p> <p>Thereafter:</p> <ul style="list-style-type: none"> • personal data (application and assessment report) related to successful candidates are kept for five years (however in the privacy statement it is 2 years) • The copy of the traineeship certificate is kept for 10 years • personal data of unsuccessful candidates are kept for 2 years. <p>Aggregate and anonymized data on traineeship applications will be kept only for statistical purposes.</p> |
| 10. | Recipients of the data | The data are also accessible to the IT administrator responsible for the project. |
| 11. | Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? | NO |
| 12. | General description of security measures where possible. | TOL online system is managed by ICT with access granted to project managers. |
| 13. | For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement: | <i>Online Privacy Statement made available when traineeship intake is posted</i> |