



Privacy Statement on the protection of personal data in relation to Traineeships

All personal data are processed in accordance with the provisions 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 No 1247/2002/EC (hereinafter – Regulation 2018/1725).

1. Who is the controller regarding the processing of your personal data?

The controller is Cedefop and the responsible department is the Department for Resources and Support (DRS), HR Service.

2. What is the purpose of processing your personal data?

The purpose of processing is to manage records related to traineeship programmes.

Data collection begins when candidates apply for a vacancy, and additional documentation is requested from those who are successfully selected.

The data are collected in accordance with the Rules governing the traineeship programme at Cedefop and for audit purposes.

3. What personal data are collected and processed?

The following personal data are processed: personal information and all records related to selection and traineeships. Special categories of sensitive data within the meaning of Article 10 of the EUDPR may also be collected.

4. What is the legal basis for the processing of your personal data?

Personal data is processed based on:

Article 5 (1)(a), 5(1)(b), 5(1)(d) of Regulation (EU) 2018/1725;

Rules governing the traineeship programme at Cedefop.

5. Who has access to your personal data and to whom they are disclosed?

Access to your personal data is granted to:

Internal recipients: Cedefop's staff internally responsible for audit and review activities, as well as staff of contractors providing audit and review services to Cedefop, may access the personal data collected through this processing operation to the extent necessary for carrying out their duties or exercising their rights. Namely: Staff Members, Cedefop's Executive Director, HR Service, Finance & Procurement Service, and Accountancy.

External recipients: HR and ICT external contractors, Cedefop Medical Officer, staff of external contractors providing audit and review services.

6. For how long are your personal data kept?

Personal data will be retained as follows: 2 years for unsolicited applications, 5 years for records related to the selection of trainees, and 10 years for records of successful candidates who participated in the programme.

7. Are there any transfers of your personal data to countries outside the EU/EEA?

N/A

8. What are your rights and how can you exercise them?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to the processing of your personal data.

To exercise the mentioned rights, you may contact the controller by sending an email to: hr-data-protection@cedefop.europa.eu.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

For further inquiries, you may refer to Data Protection Officer of Cedefop (data-protection-officer@cedefop.europa.eu). Finally, if you consider your data protection rights have been breached, you may lodge a complaint with the European Data Protection Supervisor as the supervisory authority using a dedicated complaint form: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en (see further contact information at https://edps.europa.eu/about-edps/contact_en).

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