

01 - Name of processing	Selection-Assignment of Trainees at ERA: Paid and Unpaid
02 - Reference	1
03 - Submission Date	16-07-09
04 - Last update	09-09-21
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	The main purpose of personal data collection, retention and processing is the selection/Assignment of trainees at ERA in order to familiarise themselves with the mission, scope and objectives associated with its operations and within the framework of the European Institutions / Agencies. It also aims at providing trainees with professional practical and hands-on experience in ERA and its Departments / Units / Teams . ERA organizes two types of traineeships: a standard one, and a student one. For standard traineeships, ERA organises one session per year, with maximum duration of 10 months per session. The student traineeship is organized on an ad-hoc basis.

10a - Data Subjects

Any natural person who applies for an internship at ERA.

Anyone applying for traineeships, either directly (student traineeship), either via the website (standard 10 month traineeship advertised by ERA), either in the frame of a particular programme (IPA, EUMedRail).

In practice that concerns citizens of EU Member States, member States of EEA and in exceptional cases citizens of States with pre-accession status, and even third countries, not members of the above.

10b - Personal data

1. Data to identify and contact the applicant: family name, given name, date of birth, gender, nationality, private postal address, e-mail address, ID / Passport number, telephone number.
2. Data relevant to demonstrate, in the framework of the selection procedure, that the applicant fulfils the profile advertised in the vacancy notice: ERA Traineeship Application Form, motivation letter, transcripts / certificates of studies (not applicable to trainees under the "secondment" and "Student" schemes), language skills (at least two languages, one of which shall be English), (working) visa (if applicable"), data concerning a possible previous traineeship in another EU institution, Agency or Body. Additionally, the applicant may indicate in the Application Form any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.
3. In the case of "secondment" ERA collects a letter proving the consent of the trainee's employer.
4. In the case of a "student" scheme, ERA signs a traineeship agreement with the school where the student is.
5. Additional Data in case that a traineeship is offered: Proof of Health and Accident Insurance, Bank Account details (for the purposes of travel costs reimbursement and payment of the traineeship Grant, where applicable).
6. Special Categories of Data: ERA collects and processes (through the means of the applicant's statement in the Application Form) data concerning any disabilities, with the purpose to prepare any necessary arrangements and possibly facilitate the trainee to receive an additional supplement to his/her grant).

11 - Time limit for keeping the data

All Data of assigned trainees will be kept for two years after the termination of the traineeship. The purpose of archiving those data is to keep records of all beneficiaries of the traineeship scheme of ERA and allow the delivery of traineeship certification. All data of the non-successful applicants for traineeships will be deleted at the end of the traineeship period they applied for. This would allow to for a delayed assignment, should one of the successful trainees drop out of the scheme.

12 - Recipients of the data	<p>The data provided by the candidates are accessible by the designated ERA's HR staff members, the members of the Selection Committees, the AACC and by any of the supervisory instances of the ERA (i.e. European Court of Auditors, Internal Audit Service, EDPS, etc.).</p> <p>In the cases of secondments for traineeship, student traineeships, ERA receives from the respective employers and educational institutions information for the Data Subject, through the Data subject.</p>
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
14 - How is data stored? What are the security measures implemented?	<p>Student traineeships: these short-time traineeships are agreed by email exchanges. There are no hard copies stored.</p> <p>Standard traineeships: e-copies are stored in a dedicated area in sharepoint accessible only by HR staff.</p> <p>Profiles of trainees are populated into the e-HR tool (see notification e-HR).</p>
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	<p>a) There is a part of ERA's website that is specifically dedicated to "Traineeships" with all relevant information and documents pertaining to traineeship (all such documents being appended to this Notification Form).</p> <p>b) Data subjects are informed about their rights through the relevant "privacy statement" which is posted on the traineeship part of ERA's website. The right to rectify the information already provided can only apply to the factual data processed within the concerned selection procedure. The mentioned right can only be exercised up to the closing date for submissions of applications. However inaccurate identification data may be rectified at any time during the selection procedure.</p>
15a - Data subject rights	Right to have access
16 - Legal Basis	Amendment to the ERA rules governing engagement of trainees ; Amendment to the Agency's Founding Regulation; Decision 206/06.2009; Decision 207/06.2009; Rules governing traineeship period at ERA;

17 - Lawfulness of processing

Article 5 c) of Regulation (EU) 2018/1725

18 - Data minimisation

Data to identify and contact the applicant: family name, first name, date of birth, gender, nationality, private postal address, e-mail address, ID / Passport number, telephone number.

Data are relevant to demonstrate the applicant fulfils the criteria of the profile advertised in the call for expression of interest: ERA Traineeship Application Form, motivation letter, transcripts / certificates of studies (not applicable to trainees under the "secondment" and "Student" schemes), language skills (at least two languages, one of which shall be English), (working) visa (if applicable"), data concerning a possible previous traineeship in another EU Institution, Agency or Body. Furthermore, in the case of "secondment" ERA collects a letter proving the consent of the trainee's employer. Additionally, the applicant may indicate in the Application Form any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.

Additional Data in case a traineeship is offered: Proof of health and insurance, bank account details (for the purposes of travel costs reimbursement and payment of the traineeship grant, if applicable).

19 - Accuracy

Data of selected trainees are recorded in the e-HR systems in order for the trainees to access all ERA resources and systems.

The designated HR actors check the contents of the application against supporting documents sent by the selected candidate in order to verify the accuracy of the data provided.

20 - Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.

Some risky processing operations require additional safeguards and documentation.

Special category of data is considered:

- data relating to health, (suspected) criminal offences or otherwise considered sensitive ('special data categories');
- evaluation, automated decision making or profiling;
- monitoring data subjects;
- new technologies that may be considered intrusive.

Yes/No, if yes, mention which one from the above it is under field 21 below

21 - Special category data	NA
22 - DPIA	NA
23 - Link to the Threshold assessment-Risks	Selection-Assignment of Trainees at ERA: Paid and Unpaid
24 - Other related documents	
