



Privacy statement for the recruitment of trainees at the EMCDDA

Any data collected or information furnished in the framework of the recruitment of trainees at the EMCDDA will be processed in accordance with 'Regulation (EU) 2018/1725'. This Regulation concerns the protection of individuals with regard to personal data provided to the Community institutions and bodies and on the free movement of such data. In compliance with Articles 15 and 16 of the Regulation, the EMCDDA provides all staff members with the following information: The Controller¹ of the data is the Head of the Administration. In order to contact the controller please do it in writing to the following e-mail address: EMCDDA-HR@emcdda.europa.eu.

The purpose of the processing is exclusively, within the recruitment of trainees at the EMCDDA.

Who has access to your information and to whom is it disclosed?

The recipients of the data are: HR staff dealing with the recruitment of trainees, Heads of unit for the assessment of the applications and where appropriate their staff members, the Director for decision. Data will be processed in strict confidentiality and exclusively for the purpose for which they were submitted.

Transfer of data to third parties

In the case of transfer of your data to third parties, the latter are called their attention to the respect of the principle that data must be processed in strict confidentiality and exclusively for the purpose for which it was submitted.

How do we protect and safeguard your information?

The data collected during the EMCDDA's recruitment procedures through the online recruitment tool is stored in an electronic database on designated EMCDDA equipment. The EMCDDA employs state-of-the-art techniques to protect electronic data against intrusion, tampering and any unauthorised access.

Where EMCDDA internal processes require printing of electronic data from recruitment applications, print-outs are safely stored in the Human Resources Management Sector's offices in locked cabinets.

How can you verify, modify or delete your information?

Regulation (EU) 2018/1725 safeguards your right to access your data at any time and to rectify any inaccurate or incomplete personal data, before the deadline for submission of

¹ Article 3(8) of *Regulation (EU) 2018/1725* defines the controller as follows: '[...] controller means the Union institution or body or the directorate-general or any other organisational entity which, alone or jointly with others determines the purpose and means of the processing of personal data [...]']



applications elapses, by accessing the EMCDDA's online recruitment tool. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. Therefore, after the closing date for submission of applications rectification of data related to the eligibility and selection criteria is not possible. You also have the right to require the Controller to erase data if the processing is unlawful. Furthermore, you are free to address the European Data Protection Supervisor at any time.

Furthermore, you have right to have access to your evaluations results from all stages of the selection procedure upon written request to be addressed to the following e-mail address: EMCDDA-HR@emcdda.europa.eu. This right to access is provided only for aggregated results and in no case is extended to the comparative data concerning other applicants (comparative results), neither to the individual opinions of the members of the respective Selection Committee.

What personal information do we collect and for what purpose?

The categories of personal data dealt with during any call for expression of interest for an internship at the EMCDDA are the following:

- Data to identify and contact the applicant: family name, name, date of birth, gender, nationality, private address, e-mail address.
- Data relevant to demonstrate, in the framework of the procedure, that the applicant fulfils the profile advertised in the vacancy notice (CV in European format, if requested, a motivation letter, and if a position is offered, supporting documents). Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.

It is compulsory for applicants to answer all questions contained in the application form and to fill in all fields requested in the CV in European format. Failure to comply with the mentioned obligation may result in the disqualification of the applicant from the concerned selection procedure.

The data processed is used possibly for the drawing up of a reserve list with the aim to offer internships.

Legal basis for the processing of data

The legal basis for processing data is the EMCDDA traineeships policy, of 30 November 2014.

How long do we keep your data?

Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:

Data regarding recruited applicants will be kept for ten years as of termination of traineeship or as of the last payment.



Data of non-recruited applicants but successfully placed in the reserve list for appointment will be kept for the validity of the reserve list or for seven years after the budgetary discharge, whichever is longer.

Data concerning non-recruited applicants will be destroyed at the end of the year for which they applied.

After the above-mentioned periods, only data needed to provide overall statistics on the exercise (number of eligible and non-eligible applications, total number of applications, etc.) will be kept for statistical reasons. These statistics are not subject to Regulation (EU) 2018/1725 since they are anonymous and cannot be used to identify one or more persons either directly or indirectly.

Recourse

You have the right to recourse via the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under 'Regulation (EU) 2018/1725' have been infringed as a result of the processing of your personal data by the EMCDDA.

You may also contact the EMCDDA's DPO in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: dpo@emcdda.europa.eu