

**EMCDDA Personal Data Protection Record on
RECRUITMENT OF TRAINEES**

Part 1 - mandatory records under Article 31 of the new rules (publicly available)

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	28/08/2019
2.	Reference number:	DPO-027
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA Praça Europa 1, 1249-289 Lisboa, Portugal Contact: Mr Dante Storti Head of ADM unit EMCDDA-HR@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vázquez Moliní, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	n.a.
6.	Name and contact details of processor (where applicable)	n.a.
7.	Purpose of the processing	The purpose of the processing is exclusively, within the recruitment of trainees at the EMCDDA.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	<p>The categories of personal data dealt with during any call for expression of interest for an internship at the EMCDDA are the following:</p> <ul style="list-style-type: none"> - 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. <p>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</p>

		<p>disqualification of the applicant from the concerned selection procedure.</p> <p>The data processed is used possibly for the drawing up of a reserve list with the aim to offer internships.</p>
9.	Time limit for keeping the data	<p>Electronic and, if applicable, printed data will be stored in the EMCDDA's files as follows:</p> <p>Data regarding recruited applicants will be kept for ten years as of termination of traineeship or as of the last payment.</p> <p>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.</p> <p>Data concerning non-recruited applicants will be destroyed at the end of the year for which they applied.</p> <p>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.</p>
10.	Recipients of the data	<p>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.</p>
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.	<p>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.</p> <p>Where EMCDDA internal processes require printing of electronic data from recruitment applications, print-outs are</p>

		safely stored in the Human Resources Management Sector's offices in locked cabinets.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	http://www.emcdda.europa.eu/about/jobs