

Privacy Statement relating to the selection of trainees within the European Ombudsman's Office

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This privacy statement explains the reason for the processing, the way the European Ombudsman collects, handles and ensures protection of all personal data provided, how that information is used and what rights the data subjects may exercise in relation to their data.

The controller is the European Ombudsman (EO) .

1. What personal data will the European Ombudsman process?

Candidates provide their data through the online (website) application tool. For carrying out the selection procedure, the data is imported to an IT tool designed to support and facilitate the procedure.

We process the following personal data:

- Basic personal information (first name, last name, nationality, birth date, email, and city and country of residence, telephone);
- information contained in the CV (education, work experience, language proficiency);
- copies of the applicant's diplomas, degrees, or certificates.

2. Why does the European Ombudsman process these personal data?

The purpose of the processing is to identify candidates for the traineeship programme the EO Office offers and carry out the relevant selection procedure

3. What are the legal bases and necessity for processing this data?

The legal basis are [the Decision of the European Ombudsman concerning traineeships of 13 February 202 \[Link\]](#)³ and the relevant traineeships calls for applications.



Processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation 2018/1725).

4. Who is responsible for processing the data?

The Information and Communication Technologies (ICT) services of the EO Office process the data submitted to the website. The Human Resources (HR) Unit and the ICT staff members manage the selection tool.

5. Who will be recipients of the data?

The EO, the Secretary General (if applicable), the Director for Administration, the Traineeships Officer, the Head of HR unit, the Heads of inquiries units, the staff members involved in the candidates' assessment, and the ICT Sector.

6. How long will the data be kept?

Candidates' data submitted to the online application tool are kept in their online personal account for two years, in case they wish to apply to future traineeships. If candidates do not connect to their account within two years, the account and the data contained in it are automatically deleted, after a notification email is sent to them. Candidates can ask the EO to delete their account at any time.

Data transferred to the selection tool concerning unsuccessful candidates are deleted nine months after the end of the period of traineeships for which data was collected. Data of candidates selected for traineeships is deleted two years after the end of their traineeship period.

7. How do we protect the data subject's data?

Data is collected online in secure mode. Access to the data through the online form is protected by the password of the applicant's choice.

The electronic data is stored in the on-line application tool, on the EO's servers which means that it is protected by numerous security measures set up by the ICT Sector to protect the integrity and confidentiality of the Institution's electronic property.

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



You have the right of access to your own personal data and to relevant information concerning how we use it. You have also a right to request rectification of any incomplete or inaccurate data concerning you, provided that the confidentiality of the deliberations and decision-making of the staff members involved in the candidates' assessment is safeguarded, along with the rights of other candidates.

You can rectify identification data at any time during the procedure. Concerning data related to admissibility or assessment criteria, the right of rectification can be exercised up until the closing date for the submission of applications.

You have a right to object to the use of your data by the EO on grounds relating to your particular situation, at any time. Under certain conditions, you have the right to ask that the EO deletes your personal data or restricts its use. The EO will reply to your requests as soon as possible and within one month at the latest.

9. Who to contact in case of queries or complaints concerning data protection issues?

At any time, you may send data protection related questions concerning the selection procedure of trainees in the EO Office, to the EO, at the following address:

EOftraineeship@ombudsman.europa.eu [Link] European Ombudsman 1 avenue du Président Robert Schuman CS 30403 F-67001 Strasbourg Cedex

You also may contact the Data Protection Officer of the EO Office at the following address:
Dpo-Euro-Ombudsman@ombudsman.europa.eu [Link]

You may lodge a complaint with the European Data Protection Supervisor at any time at the following address: EDPS@edps.europa.eu [Link]