



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

Document - 01/02/2020

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

The controller is the 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 data:

Basic personal information (first name, last name, nationality, birthdate, email, and city and country of residence, telephone); information contained in the CV (education, work experience, language proficiency); description of any disabilities to ensure that the necessary accessibility measures can be put in place; a one page-cover letter in English explaining the reasons and the motivation for applying for the traineeship; copies of the applicant's diplomas, degrees, or certificates and a letter of reference.

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

The purpose of the processing is to identify candidates for the traineeships offered and to carry out the selection procedure.

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



The legal basis is the Decision of the European Ombudsman on traineeships of 28 January 2020.

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) Sector of the EO Office manages the data submitted to the website.

The Personnel, Administration and Budget Unit (PAB) (Human Resources Sector) and the ICT Sector manage the selection tool.

5. Who will be the recipients of the data?

The EO, the Secretary General, the Traineeships Officer, the Head of the PAB Unit, the Head of HR Sector, 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.

- 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 to the EO, at the following address:

EOtraineeship@ombudsman.europa.eu

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

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