



Privacy Statement relating to the selection of trainees for the traineeships for persons with disabilities in 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. The joint controller is the Medical Service of the European Parliament (EP).

1. What personal data will the European Ombudsman process?

Candidates provide their data through the online (website) application tool [1] . 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);
- the document(s) proving the disability (ex: a document issued by a national or regional authority or an accredited body in a Member State of the EU, an EU disability card, a recent certificate issued by a medical doctor)
- if applicable, a request for reasonable accommodation arrangements for the work during the traineeship, accompanied by proper justification of the need for reasonable accommodation [2] ;
- 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 traineeships offered to people with disabilities and to 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 2023, the notice of the European Ombudsman on Traineeships 2023-Traineeship for persons with disabilities and Article 1 d (4) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union [3] .

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 staff members.

Only staff members of HR Unit will have access to the documents that certify the disability. Candidates who require a Reasonable Accommodation (RA) should indicate a justification to the EO HR services, without submitting any supporting document at this stage.

In case of a request for RA from selected trainees, the European Parliament's Medical Service will assess the supporting documents to determine the validity of the request for reasonable accommodation and propose the necessary arrangements to the EO. Only the EP Medical service shall have access to the documents submitted.

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 services 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 for the traineeships for persons with disabilities 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 .

[1] Exceptionally and for duly justified reasons, the Office may accept applications submitted by e-mail.

[2] Only the selected candidates will be requested to provide the relevant supporting documents to justify their request for reasonable accommodation. The European Parliament's Medical Service will assess the supporting documents to determine the validity of the request for reasonable accommodation and propose the necessary arrangements.

[3] See Article 1 d (4) of the Staff Regulations and Conditions of Employment of Other Servants of the European Union: (...) *Reasonable accommodation, in relation to the essential functions of the job, shall mean appropriate measures, where needed, to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training, unless such measures would impose a disproportionate burden on the employer ."*