



EUROPEAN COMMISSION
Education, Audiovisual and Culture Executive Agency

Recruitment of Blue Book Trainees

Privacy Statement

The Education, Audiovisual and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies¹ ("the data protection regulation").

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the recruitment of Blue Book Trainees.

EACEA has signed a Service Level Agreement with the European Commission in order to select trainees. The pre-selection of candidates for a [traineeship](#) is carried out exclusively by the European Traineeship Office (Directorate General Education and Culture). Personal data of preselected candidates are stored in a database (Virtual Blue Book, "VBB") under the responsibility of the Traineeships Office. Only candidates included in the VBB can be recruited as trainees by the EACEA. Therefore, candidates for an internship at EACEA should apply exclusively through the Traineeships Office. Data processing by the EACEA concerns only the selection from the VBB and the management of recruited trainee's personal files during their traineeship at the EACEA.

1. Who is responsible for processing your personal data (data controller)?

The controller is the Education Audiovisual and Culture Executive Agency, Avenue du Bourget 1, BOUR, BE-1140 Brussels

The person designated as being in charge of the processing operation is the Head of Unit R1 (People, Workplace and Communication)

Email: EACEA-HR@ec.europa.eu

2. Which personal data are processed?

The following data is processed:

- Personal data allowing the identification and contact of the candidate and proper conduct of the traineeship:
 1. Surname
 2. First name
 3. Middle name(s)
 4. Maiden name
 5. Date of birth
 6. Place of birth

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance, OJ L 295, 21.11.2018, p. 39.

7. Country of birth
 8. Candidate Number
 9. Gender
 10. Nationality
 11. Marital status
 12. Permanent address
 13. Personal phone number
 14. E-mail address
- Information provided by the candidate:
 1. Language knowledge
 2. Education
 3. Professional experience
 4. CV
 5. Hard and soft skills
 6. Motivation
 7. Training experience
 8. Preferences on the traineeship
 - Information on traineeship
 1. Traineeship period
 2. Days off / absences
 - In the context of sick leave:
 1. Medical certificate (it is important to note that this certificate **does not contain** medical data in the strict sense)
 2. Days of sick leave

It is mandatory to provide this data.

3. For which purpose do we process your data?

Personal data is processed to organise the selection procedures and in view of the recruitment of trainees at EACEA and to conduct the traineeship in an appropriate manner.

4. Who has access to your personal data and to whom is it disclosed?

Access to your personal data may be given on a need-to know basis to the following recipients:

- The Human Resources Unit of EACEA
- The Director of EACEA
- The Head(s) of Department of EACEA
- The Traineeship Coordinator of EACEA
- Designated Traineeship Advisors of Units of EACEA
- Secretaries of EACEA
- Heads of Units of EACEA

In case of control or dispute the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, Internal Audit Capacity, European Commission, OLAF, EU Courts etc.).

5. How long do we keep your personal data?

In cases of successful applicants, the EACEA stores the personal data of the Trainees for the duration of their traineeship. All data is eliminated afterwards.

Spontaneous applications (even of candidates pre-selected in the Blue Book) are not kept by EACEA and are immediately deleted.

All personal data stored and processed by the VBB are under the responsibility of the Traineeships Office, and the EACEA has no control over the data. A specific privacy statement regarding the retention period of different categories of personal data can be found [here](#).

6. What are your rights concerning your personal data and how can you exercise them?

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

As this processing of your personal data is based on point of Article 5(1)(a), please note that you have the right to object to processing under the provisions of Article 23 of the data protection regulation.

7. Your right to have recourse in case of conflict on any personal data issue

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailbox.

You can also contact the Data Protection Officer of EACEA at the following email address: eacea-data-protection@ec.europa.eu.

You may lodge a complaint with the European Data Protection Supervisor at any time: <http://www.edps.europa.eu>.

8. On which legal basis are we processing your personal data?

Article 5(1) (a) of Regulation 2018/1725: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (to be laid down in Union Law);

- Council Regulation (EC) No 58/2003 laying down the statute of the executive agencies: Article 11 paragraph 6 and Article 18.
- Commission Implementing Decision 2013/776/EU of 18 December 2013 that repeals Commission Decision 2009/336/EC of 20 April 2009 that set up the Education, Audiovisual and Culture Executive Agency (EACEA).
- Rules governing the official traineeships scheme of the European Commission (Commission Decision of 2.03.2005 - C(2005)458).
- The EACEA has a Service Level Agreement ("SLA") with the European Commission (SLA between The European Commission, Directorate General for Education and Culture, Sector 'Traineeships' and The Education, Audiovisual and Culture Executive Agency) signed on 16 December 2016 – Ares (2016)7018400.