

Protection of personal data in relation to traineeships in accordance with the Service Level Agreement with DG EAC (European Commission)

Identity of controller:

European Fisheries Control Agency

Purpose of processing:

To facilitate the implementation of traineeships at EFCA in accordance with the Service Level Agreement signed with the European Commission's Traineeships Office Unit, DG EAC.

Data subjects:

- Candidates for traineeships contained in the Virtual Blue Book of DG EAC, in regard of possible opportunities for traineeships arranged by DG EAC, and are interested in such opportunity at EFCA as it may arise;
- Trainees who carry out a traineeship as a result of the above.

Type of data processed:

Data/Categories of data provided by applicants (Blue Book-data):

- basic particulars (surname, forenames, maiden name, sex, marital status, nationality and date;
- place and country of birth;
- information on higher education, occupational experience, language proficiency, any studies or publications the data subject might have written on European topics and computer and office;
- automation skills;
- - information about motivation and about preferences in terms of traineeship type and area of activity;
- - contact details (permanent address, telephone number and e-mail address and the name, address and telephone number of a person who should be contacted in an emergency).

Data/Categories of data provided by preselected candidates:

- candidate's signature;
- copy of passport or identity card;
- copy – and translation, where appropriate – of diplomas and proof of current studies;
- proof of language proficiency (copy of diplomas, certificates, etc.);
- where appropriate, proof of occupational experience (employer's attestation, etc.);
- where appropriate, an additional curriculum vitae and/or letters of reference about the candidate.

Data/Categories of data provided in Vigo at the time of and after recruitment:

- Temporary contact details in Vigo (address, telephone number);
- description of any disabilities to ensure that any necessary accessibility measures can be put in place;
- The filled form Confidentiality undertaking including name and signature;
- Where applicable, personal data contained in a written conflict of interest report.

Legal basis:

Service Level Agreement between the European Commission's Traineeships Office Unit and EFCA. The Agreement with the Traineeships Office, DG EAC contains a data Protection clause in its point E. In accordance with point C of the said Agreement, EFCA applies the Commission Decision of 2 March 2005 on the rules governing the official traineeships scheme of the European Commission (C(2005)458).

AB Decision 14-II-8(1) adopting the policy on the prevention and management of conflicts of interest of the European Fisheries Control Agency

Recipients of the data processed:

Human Resources (HR) Section (Administrator and Administrative Assistants in the HR Section, currently 3 agents), the Head of Unit A – Resources, the Executive Director and the Traineeship Office of the European Commission.

Also, if appropriate, access will be given to the Legal Officer, the Internal Audit Capacity, the Internal Audit Service, the European Court of Auditors and the Civil Service Tribunal.

The ICT Section in its function of technical control of data systems including emails and data storage may have access to the data and process for technical purposes only within the normal security framework applicable for ICT, as generally applicable for IT data of the Agency.

Lawfulness of processing:

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities (recruitment of personnel) and Council Regulation (EC) No 768/2005, as well as art. 5(a) of the Regulation (EC) No 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Article 5(a) of Regulation 45/2001: Clearly covered by mandate of EFCA as laid down in EC Regulation 768/2005; the processing performed is in the public interest.

The data subject's rights:

In relation to any requests, if the trainee requests the Controller orally, by email or by paper to exert his/her rights, the Controller will facilitate the applicant the exercise of the rights.

The trainees are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>

Periods for data retention:

EFCA will receive from EAC the personal file with all implementing documents regarding a traineeship.

It will destroy all personal data after a period of **two years** after the end of the traineeship, except basic data (name, surname, date of birth, period of stage, name of supervisor, nature of work performed) for the purpose of issuing a copy of the traineeship certificate upon request and to avoid double stage which will be kept for **up to fifty years**.

It will also keep financial data about the grant amount and insurance deductions for the purpose of possible future requests for financial certificates for **five years**. Any supporting documents concerning payments made during the traineeships period will be kept for **up to**

five years after the traineeship budget is discharged in conformity with the Financial Regulation.

Contact information:

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