



European Committee  
of the Regions

## DATA PROTECTION NOTICE

### TRAINEESHIPS

#### 1. Short description

When taking part in a trainee recruitment process pursuant to an internal selection procedure at the European Committee of the Regions (CoR), your personal data are processed in accordance with Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies and offices and agencies and on the free movement of such data.

By submitting your application, you consent to your personal data being processed for the purposes of the procedure described in this privacy statement.

#### 2. Who is responsible for the processing of personal data?

The CoR is responsible (as controller) for the processing of personal data. The responsible unit is the Working Conditions and Talent Management Unit.

Contact: Head of the Working Conditions and Talent Management Unit  
Traineeships Office  
European Committee of the Regions  
Directorate for Human Resources and Finance  
101 Rue Belliard/Belliardstraat  
1040 Brussels  
BELGIUM  
[trainee@cor.europa.eu](mailto:trainee@cor.europa.eu)

#### 3. What is the purpose of the processing?

The purpose of the processing of the personal data that you provide to us through your application for a trainee position is to enable the internal selection and recruitment of you as a trainee and to establish a personal file for the traineeship.

#### 4. What is the legal basis for the processing?

The legal basis for the processing is CoR decision No 188/2022 on rules governing the traineeship schemes of the European Committee of the Regions.

#### 5. What personal data are processed?

There are different types of traineeships:

a) Cicero traineeships:

- personal data (surname(s), first name(s), gender, nationality, and date, place and country of birth);
- contact data (email address, private phone number);
- academic and professional credentials (completed and/or ongoing studies, previous employment and/or traineeship experience);
- other relevant information (language skills, IT skills, social skills and competences, other skills);

- documents added to the application by candidates (ID card or passport, documents proving completed and/or ongoing studies, documents proving working experience);
- selected trainees have to provide proof of their medical fitness to undertake a traineeship and an extract from the judicial record, bank details, information regarding marital status and dependent children, the name and phone number of the person to be notified in the event of an accident, and information regarding health insurance cover for the traineeship period.

b) Study visits:

- personal data (surname(s), first name(s), gender, nationality, and date, place and country of birth);
- contact data (email address, private phone number);
- academic and professional credentials (completed and/or ongoing studies, previous employment and/or traineeship experience);
- documents added to the application by candidates (ID card or passport, documents proving completed and/or ongoing studies);
- selected study visitors have to provide proof of their medical fitness to undertake a traineeship and an extract from the judicial record, information regarding marital status and dependent children, the name and phone number of the person to be notified in the event of an accident, and information regarding health insurance cover for the traineeship period;
- selected study visitors have to provide proof of funding from another body, such as a university, a public / private body or NGO, in the form of a scholarship, grant, etc. or proof that the study visit is an integral part of the education (for example, if the study visit is required as part of thesis research or to complete the course of studies).

c) Study visits for government officials:

- personal data (surname(s), first name(s), gender, nationality, and date, place and country of birth);
- contact data (email address, private phone number);
- academic and professional credentials (completed and/or ongoing studies, previous employment and/or traineeship experience);
- documents added to the application by candidates (ID card or passport, documents proving completed and/or ongoing studies);
- selected government officials have to provide proof of their medical fitness to undertake a traineeship and an extract from the judicial record, information regarding marital status and dependent children, the name and phone number of the person to be notified in the event of an accident, and information regarding health insurance cover for the traineeship period;
- selected government officials have to provide confirmation of engagement by the official's employing authority and its agreement to a study visit at the CoR, as well as proof of financing by the official's employing authority for the duration of the study visit.

**6. Who are the recipients or categories of recipients of your personal data?**

a) Cicero traineeships:

All data will be communicated exclusively to the Traineeships Office. In the first phase of the selection process, selection panel members in the unit concerned will gain access to data related to studies, work experience, languages and skills. In the second phase of the selection process, they will gain access to data on surnames, first names, genders, nationalities, email addresses and phone numbers. Surnames, first names, nationalities and private email addresses will be communicated to the IT Helpdesk, the Security Service and the Accreditation Office.

b) Study visits:

All data will be communicated exclusively to the Traineeships Office. In the first phase of the selection process, selection panel members in the unit concerned will gain access to data related to studies,

work experience, languages and skills. In the second phase of the selection process, they will gain access to data on surnames, first names, genders, nationalities, email addresses and phone numbers. All data will be communicated also to the Director of Human Resources and Finance.

In the case of candidates from third countries, all data will be communicated to the Traineeships Office and the contact person in the CoR unit concerned, the Secretary-General and the Head of the Cabinet of the Secretary-General.

Surnames, first names, nationalities and private email addresses will be communicated to the IT Helpdesk, the Security Service and the Accreditation Office.

c) Study visits for government officials:

All data will be communicated exclusively to the Traineeships Office. In the first phase of the selection process, selection panel members in the unit concerned will gain access to data related to studies, work experience, languages and skills. In the second phase of the selection process, they will gain access to data on surnames, first names, genders, nationalities, email addresses and phone numbers. All data will be communicated also to the Director of Human Resources and Finance.

In the case of candidates from third countries, all data will be communicated to the Traineeships Office and the contact person in the CoR unit concerned, the Secretary-General and the Head of the Cabinet of the Secretary-General.

Surnames, first names, nationalities and private email addresses will be communicated to the IT Helpdesk, the Security Service and the Accreditation Office.

**7. Will your personal data be transferred to a third country or international organisation?**

No

**8. How can you exercise your rights?**

You have the right to access your personal data, to rectify any inaccurate or incomplete personal data, to restrict (under certain conditions) the processing of your personal data, to object to the processing of your data and to request the deletion of your personal data (if processed unlawfully).

Where applicable, you have the right to receive the personal data that you provided to the controller or to have your personal data transmitted directly to another controller (data portability). You also have the right to withdraw your consent at any time.

You can direct your queries to [trainee@cor.europa.eu](mailto:trainee@cor.europa.eu). The query will be dealt with within 15 working days.

You have the right of recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the CoR.

**9. How long will your personal data be kept for?**

a) Cicero traineeships:

Draft applications are deleted after registration end date.

Registered, not selected and pre-selected applications are anonymized two years after the cycle start date.

Selected applications are anonymized five years after the cycle start date.

Withdrawn applications before the registration end date are deleted immediately.

Withdrawn applications after the registration end date are anonymized two years after the cycle start date.

For successful candidates for the Cicero traineeship, the *Legal entity form*, the *Financial identification form* and the *Personal details form* will be kept in digital form for two years after the end of the traineeship.

b) Study visits:

Draft applications are deleted after one month after the last update.

Registered, not selected and pre-selected applications are anonymized two years after the last update.

Selected applications are anonymized five years after the last update.

Withdrawn applications after submission of application are deleted immediately.

c) Study visits for government officials:

Draft applications are deleted after one month after the last update.

Registered, not selected and pre-selected applications are anonymized two years after the last update.

Selected applications are anonymized five years after the last update.

Withdrawn applications after submission of application are deleted immediately.

*Anonymising means that the application is anonymised by deleting the residence address and place (but keeping the country) as well as removing documents related to the application. If a candidate has no active applications, their personal information is anonymised by deleting the EU login, name, email address, phone number, and date and place of birth (but keeping the year of birth).*

**10. Are the personal data collected used for automated decision-making, including profiling?**

No

**11. Will your personal data be further processed for a purpose other than that for which the data have been obtained?**

The summary note concerning the selection procedure and information merely containing your surname, first name, gender and nationality will be kept for an undetermined period for historical and statistical reasons.

**12. Who do I contact if I have queries or complaints?**

If you have any further questions about the processing of your personal data, please contact the data controller, [trainee@cor.europa.eu](mailto:trainee@cor.europa.eu).

You may also contact the CoR Data Protection Officer ([data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time.

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