



# EEAS PRIVACY STATEMENT



## for the purpose of the processing operation Selection and Administrative Management of Blue Book Trainees in EEAS Headquarters and in EU Delegations

### **1. INTRODUCTION**

THE PROTECTION OF YOUR PRIVACY, INCLUDING YOUR PERSONAL DATA, IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH REGULATION (EC) 45/2001 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, AS IMPLEMENTED IN THE EEAS BY THE DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011. ALL DATA OF A PERSONAL NATURE - NAMELY DATA WHICH CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WHICH YOU PROVIDE TO THE EEAS WILL BE HANDLED WITH THE NECESSARY CARE.

### **2. PURPOSE OF THE PROCESSING OPERATION**

The purpose of the data processing operation is to manage the administrative procedures for Blue Book Trainees at EEAS Headquarters and in EU Delegations with regard to two sessions every year (March – July; October – February).

### **3. DATA PROCESSED**

Data, including personal data, processed from the trainees:

- Full Name
- Address
- Gender
- Date and place of Birth
- Nationality
- Blue book candidate number
- Place of assignment of the trainee
- Duration of the traineeship
- Educational background, qualifications and skills
- Data regarding professional experience
- CVs and motivational statements

### **4. CONTROLLER OF THE PROCESSING OPERATION**

The controller responsible for the processing operation is the European External Action Service. The Directorate/Division in charge of the management of the personal data processing is the Division 'Selection and Recruitment' (BA.HR.2) supervised by the Head of Division or his/her Deputy acting on his/her behalf.

### **5. RECIPIENTS OF THE DATA**

- Division 'Selection and Recruitment' /EEAS BA.HR.2/ designated staff dealing with blue book trainees
- Designated staff in EEAS divisions hosting a Blue Book trainee (including the advisor of the trainee)
- Designated staff in EC DG EAC Traineeship Office Unit - dealing with recruitment and management of Blue book trainees

### **6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA**

You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of their personal data, which will be implemented within 5 working days after the request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the following functional mailbox: [selection-and-recruitment@eeas.europa.eu](mailto:selection-and-recruitment@eeas.europa.eu); [trainees-hq@eeas.europa.eu](mailto:trainees-hq@eeas.europa.eu)

### **7. LEGAL BASIS FOR THE PROCESSING OPERATION**

- Service Level Agreement of 07/07/2014 <http://www.cc.cec/Ares/renditionDownload.do?itemId=090166e598663a02> (Ares2014-2249212)

Further legal reference: Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on [http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

### **8. TIME LIMIT FOR STORING DATA**

EEAS will destroy all personal data maximum two years after the end of the traineeship.  
Only the list of hosting departments remains in the document management system (Ares).  
Retention of files by DG EAC is covered in its specific notification (EC DPO 1145.2) .

### **9. CONTACT**

In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

### **10. RECOURSE**

You have at any time the right of recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).