

Privacy Statement
Information on the protection of your personal data -
Application for traineeship

1. Who is responsible for the handling of your personal data at the General Secretariat of the Council (GSC)?¹

General Secretariat of the Council (GSC)

Head of Staffing and Mobility Unit

staffing.mobility@consilium.europa.eu

2. Contact details of the GSC's Data Protection Officer

Data Protection Officer

data.protection@consilium.europa.eu

3. What categories of personal data do we handle?

- Personal data identifying the applicant (surname, first name, name currently used, date of birth, gender, private address, town, post code, country, email address, telephone numbers);
- Information about any disability the applicant may have;
- Information provided by the applicant in connection with the selection procedure, used to assess whether the applicant's skills and qualifications fit the profile (previous experience, nationality/ies, education and training, professional experience, publications, IT skills, languages);
- Information to show motivation to work as a trainee at the GSC (departments chosen, motivation, length of traineeship desired).

All the fields marked with an asterisk (*) are obligatory. If they are not completed registration cannot take place.

¹ Your personal data is handled in accordance with Regulation (EU) 2018/1725.

4. For what purpose do we handle your personal data?

To process your application for a traineeship.

5. What is the legal basis for the handling of your personal data?

- Decision No° 40/17 on traineeships in the GSC;
- Article 5(1)(a) of Regulation (EU) 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".

6. If the legal basis is consent, you can withdraw consent by:

Not applicable.

**7. If the legal basis is a contract, are you obliged to provide us with your personal data?
What are the consequences of not doing so?**

Not applicable.

8. If we did not receive the personal data directly from you for this purpose, how did we obtain it?

Not applicable.

9. Who will have access to your personal data?

- The departments responsible for the selection and administration of trainees at the General Secretariat of the Council on a need-to-know basis.

Information such as gender, age, nationality and any disability will not be accessible to the services looking for a suitable trainee;

- EPSO in its capacity as technical subcontractor for online applications.

10. Will your personal data be transferred to a third country or an international organisation? If so, what safeguards are in place, if any?

No.

11. How long will we keep your personal data for?

The database is valid for two years.

12. Does the handling of your personal data involve automated decision-making, including profiling? What are the consequences for you?

Not applicable.

13. What are your rights² and how can you exercise them?

You have the right to request access to your personal data, and to ask for them to be corrected or deleted.

Under certain circumstances, you may have the right to object to the handling of your personal data or to ask for them to be restricted.

You can exercise these rights by sending an e-mail to the person responsible for the handling of your personal data (see point 1), with a copy to the Data Protection Officer (point 2).

With your request, you must provide a copy of an identification document to confirm your identity (ID card or passport). This document should contain an identification number, country of issue, period of validity, your name, address and date of birth. Any other data contained in the copy of the identification document such as a photo or any personal characteristics may be blacked out.

You have the right to lodge a complaint with the European Data Protection Supervisor edps@edps.europa.eu

Before you do so, it is recommended that you first try to obtain a remedy by contacting the person responsible for the handling of your personal data at the GSC (see point 1) and/or the Data Protection Officer (point 2).

² Articles 17 to 22 of Regulation (EU) 2018/1725.