

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

FOR THE PURPOSE OF

## SELECTION AND ADMINISTRATIVE MANAGEMENT OF BLUE BOOK TRAINEES IN EEAS HEADQUARTERS AND IN EU DELEGATIONS

### 1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS) and to the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [collected, used, stored] as well as about the purpose and details of that processing.

When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 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, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

### 2. PURPOSE OF DATA PROCESSING: Why do we process your data?

The purpose of the present processing activity is to ensure 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: What data do we process?

The data, including personal data, which may be processed for that purpose from the trainees are the following:

- 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. DATA CONTROLLER: Who is entrusted with processing your data?

The data controller determining the purpose and the means of the processing activity is the European External Action Service (EEAS). The EEAS Division responsible for managing the personal data processing under the supervision of the Head of Division is the following organisational entity:

**EEAS Division 'Selection and Recruitment' (BA.HR.2)**

### 5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

The recipients of your data may be

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

Personal data not intended to be transferred to a third country or an international organisation. The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

### 6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

You have the right of access to your personal data and the right to correct any inaccurate or incomplete personal data. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you. For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the Regulation may apply.

If you have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

**[trainees-hq@eeas.europa.eu](mailto:trainees-hq@eeas.europa.eu)**  
[selection-and-recruitment@eeas.europa.eu](mailto:selection-and-recruitment@eeas.europa.eu)

## **7. LEGAL BASIS: On what grounds we collect your data?**

Legal basis:

- Service Level Agreement of 07/07/2014  
<http://www.cc.cec/Ares/renditionDownload.do?itemId=090166e598663a02> (Ares2014-2249212)
- Further legal reference: [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#) – OJ L 201, 3/8/2010, p. 30.

## **8. TIME LIMIT - DATA STORING: For what period and how we process your data?**

The 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 Directorate General EAC of the European Commission (EC DG EAC) is covered in its specific record maintained by the European Commission.

Security of data:

Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner.

## **9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?**

If you have enquiries you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

## **10. RECOURSE**

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