

PROTECTION OF PERSONAL DATA IN RELATION TO RECRUITMENT OF TRAINEES

Identity of controller:

The Head of Unit A.1 (Human Resources and Communication) – controller;

The Head of the Human Resources Section (unit A.1.1) – delegate controller;

Purpose of processing:

To organise selection procedures to within the Traineeship scheme in EMSA.

Data concerned:

The data of candidates for traineeships;

Candidates are free to give their data on a voluntary basis.

Type of data processed:

- Personal data allowing the candidate to be identified, i.e. surname at birth, first name, surname currently used, date of birth and gender.
- Address: street, postcode, town, country, telephone, fax, e-mail.
- Information provided by the candidate to verify whether he/she fulfils the admission criteria laid down in the selection notice, i.e. citizenship, languages, degree: year awarded, title, name of the awarding body and professional experience, if applicable.
- If offered a traineeship – bank data for the reimbursement of the travel costs and payment of traineeship allowance.

Candidates are selected on the basis of qualifications; an appropriate geographical distribution and gender balance will be maintained.

Legal basis:

Regulation (CE) n° 1406/2002 of the European Parliament and of the Council establishing a European Maritime Safety Agency, amended by Regulations (CE) N° 1644/2003 and 724/2004.

Director's Decision no. 2007/30 of 31.10.2007 relating to the rules governing the traineeship scheme of EMSA.

Recipients of the data processed:

Human Resources Sector (person(s) in charge of supporting the Selection Committee);

Members of the Selection Committee;

Heads of units or heads of sectors that select a trainee or other persons who would work with the trainee;

Executive Director (list of admitted trainees);

For payments (grants and travel expenses) – relevant person in Human Resources, EMSA Financial Cell, Accounting Officer.

Lawfulness of processing:

The operation is performed so EMSA could:

- provide young university graduates with unique experience of working in EMSA;
- enable such trainees to acquire practical experience and knowledge of the work of the Agency;
- provide young university graduates with an opportunity to put in practice their knowledge acquired during their studies;
- create long-term “good will ambassadors” for European ideas and values.

The data subject’s rights:

Candidates have a right to access their data. They have a right to update or correct their identification data. On the other hand, data demonstrating compliance with the admissibility criteria may not be updated or corrected after the closing data for the respective selection procedure.

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

Date when processing starts:

Date of application.

Contact information:

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