

Data Protection Privacy Statement

on the processing of personal data in the context of Selection of Trainees at EMSA

The protection of privacy is of high importance to the European Maritime Safety Agency ('EMSA'). EMSA is responsible for the personal data it processes. Therefore, we are committed to respecting and protecting the personal data of every individual and to ensuring efficient exercising of data subject's rights. All the data of personal nature, namely data that can identify an individual directly or indirectly, will be handled fairly and lawfully with the necessary due care.

This processing operation is subject to Regulation (EU) No. 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The information in this Privacy Statement is given pursuant to Articles 15 and 16 of the Regulation (EU) No. 2018/1725.

1. Nature and the purpose(s) of the processing operation

The purpose(s) of the processing of personal data:

The purpose of processing of the data that is submitted by a candidate is to manage a candidate(s) application(s) in view of possible recruitment as a trainee at the Agency.

EMSA will not reuse the personal data for another purpose that is different to the one stated above.

2. Categories/types of personal data processed

The categories/types of personal data processed are the following: general personal data such as personal details, education and training details, employment details and financial details.

The data which is processed includes the information contained in the candidate's application:

Personal details: first name, last name, date of birth, place and country of birth, nationality(ies), gender, permanent address (street, postcode, town, province, country) and contact details (telephone, mobile phone, e-mail address).

Education and training information: including, for each course, start and end dates, title of qualification awarded, diploma (level in the national and/or international classification), main study subjects or organisational skills covered, name and location of the organisation providing the education or the training;

Preference of Unit: Applicants are requested to express their preference for two Units (first choice and second choice) and explain briefly what would be the added value of the traineeship for the career;

Previous experiences for an EU Institution;

Professional experience: length of the legal notice period required and objections to making enquiries to the present employer. For each experience: the start and end dates/ongoing, employer information (name, city and Country), Type of employment (paid trainee, unpaid trainee/voluntary, permanent employee, temporary employee, self-employed, other), description of the position;

Languages: including, for each language, the level;

Skills and Competences: computer skills, technical skills and competences, communication and organisational skills and other relevant skills;
Information on studies or publications on EU, EMSA or Maritime topics;
Duration of the Traineeship;
Motivation for the traineeship.

In addition to the data above mentioned which is submitted with the traineeship application form the candidate is also requested to submit a copy of his/her university diploma(s) and language certificate(s) by e-mail.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1. Human Resources & Internal Support, acting as delegated EMSA data controller.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- The relevant EMSA Human Resources staff;
- The members of the Selection Committee, and/or the Heads of a recruiting service and/or future trainees' adviser;
- The Appointing Authority, i.e., the EMSA's Executive Director;
- Occasionally, specialised members of the ICT Unit involved in the management and development of the Human Resources IT applications;
- Also, if appropriate, access will be given to EU staff with the statutory right to access the data required by their function, i.e. the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service, the European Court of Auditors, OLAF and the European Data Protection Supervisor.

The personal information processed concerning the selection procedure of trainees will only be shared as necessary for the implementation of such measures *on a need to know* basis. The data are not used for any other purposes nor disclosed to any other recipient.

The information in question will not be communicated to third parties, except where necessary for the purpose(s) outlined above.

Personal data are not intended to be transferred to third countries.

5. Protecting and safeguarding personal information

EMSA implements appropriate technical and organisational measures in order to safeguard and protect data subjects' personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to them.

All personal data related to the trainee's selection procedure are stored in secure IT applications according to the security standards of the Agency as well as in specific electronic folders accessible only to the authorised recipients. Appropriate levels of *access are granted* on an individual basis only to the above-mentioned recipients (point 4 above).

All persons dealing with personal data in the context of the selection procedure of trainees, at any stage, sign a confidentiality declaration that is kept in the folder of the procedure.

6. Access, rectification, erasure or restriction of processing of personal data

Data subjects have the right to access, rectify, erase, and receive their personal data, as well as to restrict and object to the processing of the data, in the cases foreseen by Articles 17 to 24 of the Regulation (EU) No. 2018/1725.

If data subjects would like to exercise any of these rights, they should send a written request explicitly specifying their query to the delegated data controller, the Head of Unit A.1. Human Resources & Internal Support.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the selection procedure of trainees. 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 (call for applications).

The above requests will be answered without undue delay, and in any event within one month of receipt of the request. However, according to article 14 (3) of the Regulation (EU) No. 2018/1725, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. EMSA shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

7. Legal basis for Data processing

Processing is based on the Article 5 (a) of the Regulation (EU) No. 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data., providing that : (a) a task carried out in the public interest or in the exercise of official authority vested in EMSA (including management and functioning of the institution).

The personal data are collected and processed in accordance with:

- [Director's Decision n° 2016/036 of 21.11.2016 relating to the rules governing the traineeship scheme of EMSA.](#)

8. Storing Personal data

EMSA does not keep personal data longer than necessary for the purpose(s) for which that personal data is collected.

The data will be retained as described below:

Data contained in the Selection Traineeship files are kept for 5 years and then a group of files is chosen for preservation and the remainder is destroyed.

Data contained in the files of applicants not recruited are kept for 2 years following the closing of the traineeship session.

9. Data protection points of contact

Should data subjects have any queries/questions concerning the processing of your personal data, they should address them to the data controller, Head of Unit 4.1. Human Resources & Internal Support, under the following mailbox: Recruitment@emsa.europa.eu .

Any data subject may also consult EMSA Data Protection Officer at: DPO@emsa.europa.eu.

Recourse:

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor: edps@edps.europa.eu.