



# Data Protection Notice

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## Processing of personal data in the context of trainee selection and recruitment procedures at the EBA

The European Banking Authority (EBA) processes your personal data in the context of trainee selection and recruitment procedures. The EBA processes your personal data based on [Regulation \(EU\) 2018/1725](#) (EUDPR).

The following information is provided as established in Articles 15 and 16 of the EUDPR.

### Who is the controller?

The EBA is the controller with regard to the data processing activities described in this data protection notice.

For more information on the EBA, please consult the EBA website <https://eba.europa.eu>.

### What personal data do we process, for what purpose, who can access it and how long do we keep them?

The EBA processes personal data for the purpose of selection and recruitment procedures with the aim of filling traineeship vacancies and/or establishing reserve lists of successful candidates for possible future traineeships at the EBA.

Candidates respond to a call for applications by sending their applications containing a Europass CV, motivation letter, eligibility criteria grid and their education diplomas and other information they may wish to submit to [EBA-Traineeship-Applications@eba.europa.eu](mailto:EBA-Traineeship-Applications@eba.europa.eu). If a candidate receives an invitation for an interview and/or written test, the copy of passport or identity card is collected. The EBA will not process personal data of candidates and trainees recruited for other purposes.

The EBA processes the following personal data for this purpose:

In the process of selection and recruitment of trainees, the following data is subject to being processed by the EBA:

- personal information (surname, first name, middle name, maiden name, sex, marital status, nationality and date of birth, place and country of birth);
- contact details (permanent address, telephone number and email address, name, address and telephone number of the person to be contacted in the event of an emergency, EU Login);
- information on higher education, professional experience, language skills, research or possible publications, as well as computer and office automation skills;
- information on the motivations and preferences regarding the type of traineeship and the field of activity.

In addition to this information provided in the application by candidates, the HR service collects documents from shortlisted/successful candidates to prove their eligibility:

- copy of passport or identity card;
- copy - and translation, if necessary, of the diplomas and proof of studies declared in the application form;
- proof of linguistic knowledge (copy of diplomas, certificates) declared;
- if applicable, proof of declared professional experience (certificate from the employer);
- if applicable, additional curriculum vitae and / or letters of reference.

If a candidate is selected for the traineeship and offered traineeship position in the EBA, the following personal data are processed:

- legal entity sheet, financial identification, electronic photo for the production of the access card to the EBA's premises;
- description of any disabilities, so that the necessary accessibility measures can be put in place;

In the context of promoting traineeship programme only, trainees might be approached to take part to testimonials, group or individual photos / videos; in this case, the trainees will be informed of their rights as well as the details of the processing of this data (data controller, objective, duration of storage, rights).

Your personal data can be accessed by designated EBA staff members:

- The relevant EBA Human Resources staff members;
- The members of the Selection Committee as nominated by the Appointing Authority;
- The Directors of Department/Heads of Unit and/or delegated staff of a recruiting department/unit who will consult the CVs and motivation letters of candidates on a relevant reserve list;
- The Appointing Authority, i.e. the EBA's Executive Director.

Also, if necessary, access will be given to the specialised members of the ICT Unit involved in the management of the Human Resources processes and the EBA's Legal Unit in the case of legal complaints.

The data might be disclosed, upon request, for auditing purposes (Internal Audit, OLAF, Court of Auditors).

The EBA will keep the personal data for varying periods depending on the outcome of each application:

- Successful candidates: the data will be stored for five years as of the termination of traineeship.
- Candidates included on a reserve list but not offered a traineeship at the EBA: the data will be stored for the duration of the validity of the reserve list and then for three years following the expiry of the reserve list's validity.

- Non-successful candidates: the data will be stored for three years following the Appointing Authority's decision on not to be included in the reserve list.

Why do we process your personal data and under what legal basis?

The processing of your personal data by the EBA is lawful since it is in accordance with:

- Regulation (EU) No 1093/2010 of the European Parliament and the Council of 24 November 2010 establishing the EBA, and
- EBA Decision EBA DC 455 and its annex concerning the traineeship programme at the EBA.

Your personal data is processed within the EU/EEA and will not leave that territory.

### **What are your rights regarding your personal data?**

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. 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 the Regulation.

You can send your request by post in a sealed envelope or via email (see section on contact details below).

### **You have the right to lodge a complaint**

If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the Data Protection Officer (DPO) of the EBA (see section on contact details below).

You have, in any case, the right to [lodge a complaint with the European Data Protection Supervisor](#), our supervisory authority for data protection matters.

### **Contact details for enquiries regarding your personal data**

Should you wish to contact the EBA, we encourage you to do so by email: (provide functional email of the unit that is in charge of the processing of the personal data) by stating in the subject "Data Protection Enquiry".

If you wish to contact the DPO of the EBA personally, you can send an e-mail to [dpo@eba.europa.eu](mailto:dpo@eba.europa.eu) or a letter to the postal address of the EBA marked for the attention of the DPO of the EBA.

The postal address of the EBA is DEFENSE 4 – EUROPLAZA, 20 Avenue André Prothin, CS 30154, 92927 Paris La Défense CEDEX, France.

You can also find contact information on the EBA's website: <https://eba.europa.eu/contacts>