



Data Protection Notice for management of Blue Book trainees in EASME

Your personal data are processed in accordance with Regulation (EU) No 2018/1725¹ 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 data controller of the processing operation is Head of Unit C.2 Administration of the Executive Agency for Small and Medium-sized Enterprises (EASME).

In addition, the European Traineeship office is **controller** for the virtual Blue-book (VBB) (Commission's on-line tool)² accessible to the Agency based on the Service Level Agreement with the European Commission⁴.

The legal basis for the processing activities is Article 5(1)(a) of Regulation (EU) No 2018/1725 because 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)³ and because it is necessary for the management and functioning of the Agency and in particular: - Rules governing the official traineeships scheme of the European Commission⁴; - Service level agreement between the European Commission (DG EAC) and the Agency⁵ and Article 5(1)(d) of Regulation (EU) No 2018/1725 based on your **consent** for not mandatory personal data.

The purpose of this processing operation is: to identify potential trainees for the Agency from the preselected candidates included in the VBB that permits the traineeship adviser(s) and traineeship coordinator to select, recruit and evaluate the trainees as well as to manage their file during the traineeship in the Agency.

The following of your personal data are collected and processed:

Personal data of applicants for a traineeship are stored in a database (Virtual Blue Book, "VBB") and is under the sole responsibility of the European Commission's Traineeship Office. Only candidates included in the VBB can be recruited by the Agency. Data processing by the Agency concerns only the selection from VBB and the management of recruited trainee personal files during their traineeship.

- Personal data allowing to identify and contact the candidate: surname, first name, date of

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L295/39 of 21.11.2018).

² The VBB is covered by a separate Record of the European Commission [DPR-EC-01746.1](#) and the corresponding [privacy statement](#).

³ Act of Establishment: Commission Implementing Decision C(2013/771/EU) of 17 December 2013 establishing the 'Executive Agency for Small and Medium-sized Enterprises' and repealing Decisions 2004/20/EC and 2007/372/EC.

Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes.

Act of Delegation: Commission Decision C(2013)9414 of 23 December 2013 delegating powers to the Executive Agency for Small and Medium-sized Enterprises with a view to the performance of tasks linked to implementation of the Union programmes in the field of energy, environment, climate action, competitiveness and SMEs, research and innovation and ICT, comprising in particular implementation of appropriations entered in the general budget of the Union.

Staff Regulations of Officials of the European Communities laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and following amendments, in particular Title II for temporary agents and Title IV for contract agents, in particular:

Articles 12-15 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for temporary agents).

Articles 82-84 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for contract agents).

Steering Committee Decision (2015) of 23 March 2015 on the Engagement and use of Temporary Agents.

Steering Committee Decision (2012) of 18 September 2012 on the Employment of Contract.

⁴ Commission Decision of 02.03.2005 – C(2005)458.

⁵ SLA of 13.02.2017.

- birth, phone number, email address, photo.
- Access to the personal data provided by the applicant in his/her VBB profile: CV and contact details:
 - Special categories of personal data (Art.10 of Regulation 2018/1725):
 - o information about disability might be requested in order to facilitate the access of the trainee to the Agency premises and adapt the working space.
 - o final evaluation report following the traineeship period
 - o Medical certificates to justify the absence of the trainee are collected by the HR Trainee Coordinator of the Agency during the period of traineeship.
 - Copy of the attestation/ evaluation report of training issued to the trainee on completion of the traineeship; where appropriate, correspondence attesting early termination of the traineeship.

The recipients of your personal data on a need-to-know basis will be:

- Director of the Agency;
- Authorized Agency staff in charge of trainees and administration of the Human Resources Sector;
- Authorized staff of hosting Agency team nominated as trainee's advisors; Head of Unit/Heads of Units / Heads of Sectors/Teams, Team Leader, supervisor;
- Authorised staff of DG EAC of the European Commission for different information on the training (assessment of the trainee, duration of the training...)
- Authorised staff of DG HR of the European Commission (to ensure access to the Agency and Commission buildings) and the authorized staff of its contractor in charge of the security of the Agency and Commission buildings.
- Authorized staff of Commission/Agency IT service to provide access rights and IT profile of the trainee.

Also, if appropriate, access will be given to:

- the European Commission's Internal Audit Service;
- the European Ombudsman;
- the European Court of Justice;
- the Anti-Fraud Office of the European Commission (OLAF);
- the European Court of Auditors ;
- the Data Protection Officer of the Agency;
- the members of the Legal Service of the Agency;
- the European Data Protection Supervisor.

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data will **not include automated decision-making** (such as profiling).

Your personal data will be kept according to the following time limits of storing data:

- for preselected candidates, who are not selected at the final stage, personal data are retained for **2 years**; after this period all personal data are deleted.
- for selected applicant for a traineeship, documents are retained for **5 years** after the end of the traineeship.
- Special categories of personal data (Art.10 of Regulation (EU) No 2018/1725) will be kept until the end of the traineeship.

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request a restriction of or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to

withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

Restrictions in particular for the right to information, access, modification or cancelation in accordance with Article 25 of Regulation (EU) No 2018/1725 will apply in case of pre/investigations for irregularities or anti-fraud in order not to jeopardize potential investigations.

If you have **any queries** concerning the processing of your personal data, you may address them to Head of Unit C.2 via EASME-HR-RECRUITMENT@ec.europa.eu .

You shall have right of recourse at any time to the Agency Data Protection Officer at EASME-DPO@ec.europa.eu and to the European Data Protection Supervisor at <https://edps.europa.eu>.

Version July 2020