

## **PRIVACY STATEMENT FOR SELECTION AND RECRUITMENT OF TRAINEES AT THE EUI**

### **1. Description of the processing operation and Data Controller**

The European University Institute selects and recruits trainees according to the following steps: publication of a traineeship advertisement, online registration via the EUI Traineeship website (application form); applications can also be received via email, if specified in the traineeship advertisement; and interview(s).

The applications are vetted and filtered for eligibility and the shortlist of candidates is drawn up by the Directors of Services in each organisational unit/department/service for its respective selection and recruitment procedure. The candidates listed on the shortlist are then contacted for interviews. The final candidate is selected through the interview process.

For traineeships under an agreement with local Universities, in some cases the EUI has access to a dedicated web portal on the University's website where the information regarding applications is stored through an account protected by a login and a password. The EUI is notified via email when somebody applies for a traineeship through this portal. In other cases, the EUI receives the information regarding applications via email from a representative of the Universities or directly from interested candidates.

The above data processing operations are carried out in compliance with the EUI's Data Protection Policy outlined in the [President's Decision No. 10 of 18 February 2019 regarding Data Protection at the EUI](#) and under the responsibility of the HR Director of the European University Institute, who is the respective Data Controller.

### **2. What personal information do we collect, for what purpose(s) and through which technical means?**

#### **Types of personal data processed:**

##### ***For all applicants:***

- Personal data allowing the identification of the candidate, i.e. surname, first name, date, place and country of birth, gender.

- Personal data, which are necessary for the practical organisation of selection, i.e. address information, postcode, city, country, telephone, e-mail address.
- Personal data, which are necessary to verify whether candidates fulfil the eligibility criteria (i.e. nationality, languages, education, current or previous course of study, previous professional experience, CV/Resumé, copies of relevant supporting documents, copy of ID card/passport).
- Candidate's cover letter to apply, any additional information that may be relevant.
- Reference letter(s), if requested.

***For selected candidates, before recruitment:***

- A passport-sized photo.
- Copies of obtained University certificates/diplomas (or proof of ongoing studies).
- “Medical-fit-to-work” certificate.
- Proofs of affiliation to an insurance scheme.
- Financial information (bank account reference details) in order to be encoded in the accounting system. This is necessary to pay the monthly grant to remunerated trainees and, when relevant, to allow the processing of reimbursement of travel expenses..
- Financial (Income) declaration (for remunerated traineeships).

The present selection and recruitment procedure involves processing operations of sensitive data relating to, e.g.:

- Sensitive information, which may be revealed by the data subjects in documents, such as CV/ Resumé, cover letter, reference letters (if requested).
- Health conditions contained in medical documentation.

**Personal data are processed to fulfil the following purposes:**

- Organisation and carrying out of the selection and recruitment procedure of the best qualified candidates according to the traineeship advertisement's requirements.
- Administration of submitted applications and of the different stages of the selection procedures.
- Execution of traineeship contracts.
- Distribution of overall and anonymous statistics to ensure transparency of the procedure.

### **Technical means used to collect data:**

- For the selection and recruitment of trainees, applications are made online on the EUI Traineeship website or on the portals of Universities/Institutes with which the EUI has an active agreement.
- Applications can also be received via email, if specified in the traineeship advertisement or in agreement with Universities/Institutes.
- An individual file is constituted for a recruited trainee. It contains the application form, CV/Resumé, copy of ID card/passport. Supporting documents, in particular in terms of diplomas and certificates, are to be provided upon signature of the contract.

### **3. Who has access to your personal information (data) and to whom is it disclosed?**

Recipients include:

- Human Resources Service.
- Directors of Services.
- BFA, Accounting Service.
- Real Estate and Facilities Service.
- ICT Service.

### **4. How do we protect and safeguard your information?**

The trainee's data will be treated confidentially and will be used only for the purpose specified in this statement.

The trainee's data is stored securely on a hosted server of the European University Institute. Where necessary, data may be kept for archiving on an external storage device kept in a zone secured with access limited to authorized officers.

Paper files are stored in locked file cabinet with restricted access on the premises of the Institute. A declaration of confidentiality and protection of personal data is signed by EUI's staff.

### **5. How long do we keep your data?**

- **Data of non-recruited candidates**  
Kept for up to 4 years resulting from the validity period of the eligibility criteria.
- **Data of recruited candidates**

Kept for a period of up to 10 years as of the termination of traineeship. Data concerning name, nationality, gender, and traineeship contract is kept permanently for historical purposes.

- **Financial data processed for reimbursement of travel expenses:**

The documents related to the reimbursement of travel expenses (financial identification form) are processed and filed by the financial service of the Institute. According to the financial regulations, the retention period of the financial dossiers is eleven (11) years after the budget discharge.

## **6. How can you verify, modify or delete your information?**

- **Right of access**

Trainees have the right to access and verify which personal data is stored on their behalf by the responsible Controller (e.g. access to individual data regarding all stages of the selection procedure).

- **Right of rectification**

Trainees can modify or cancel submitted applications before the relevant deadline for applications. After the relevant deadline for submission (or in case of spontaneous application until the application is *Under Evaluation* status), candidates have read-only online access to their submitted application and can modify their personal details (but not the application documents), by contacting the Human Resources Service.

If you wish to verify which personal data are stored by the responsible Data Controller, or access, correct or delete your personal data stored at the EUI, please contact the Data Controller at [Traineeships@eui.eu](mailto:Traineeships@eui.eu). You will receive a reply within 30 working days of receipt of the request.

Remarks concerning this privacy statement can be addressed to [data\\_protection\\_officer@eui.eu](mailto:data_protection_officer@eui.eu).

## **7. Right of Recourse**

If you consider that your rights under [EUI President's Decision 10/2019](#) have been infringed as a result of the processing of your personal data by the EUI, you have the right to request a review according to Article 27 of the aforementioned decision.

Such requests should be addressed to the Data Controller:

HR Director

European University Institute

Convento di San Domenico

Via delle Fontanelle 19

I-50014 San Domenico di Fiesole (FI)

Italy

E-mail: [Traineeships@eui.eu](mailto:Traineeships@eui.eu)

They should be notified simultaneously to [data\\_protection\\_officer@eui.eu](mailto:data_protection_officer@eui.eu)