

# Data Protection Notice

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## [YOUNG TALENTS POLICY – JOB SHADOWING PROGRAMME]

The European Banking Authority (EBA) processes your personal data based on [Regulation \(EU\) 2018/1725](#) (GDPR).

The following information is provided in accordance with Articles 15 and 16 of the GDPR.

### Who is the controller?

The EBA is the controller with regard to the data processing activities described in this data protection notice. The EBA can be contacted through email using [info@eba.europa.eu](mailto:info@eba.europa.eu) or in writing using the following address:

DEFENSE 4 – EUROPLAZA  
20 Avenue André Prothin CS 30154  
92927 Paris La Défense CEDEX

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

### Details of any data processor

The data is processed by the following processors:

- 1.CANCOM – Belgium, providing Network services and Cisco Webex service.
- 2.Microsoft Ireland Operations Limited – Ireland, providing Microsoft Teams.
- 3.Bechtel – Belgium, providing the Jira software for IT service desk and incident management.
- 4.UniSystems – Belgium, providing IT Unit contractors.
- 5.Europlaza Building Management (CBRE - Coldwell Banker Richard Ellis), providing access rights to the EBA premises.

### 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 of interns within the context of the implementation of the Young Talents Policy, Job Shadowing Programme. The processing activity will take into account the following phases: selection and admission, onboarding, evaluation and exit procedure. The purpose of this processing activity, respectively the policy on young talents is to provide a framework for these programmes available at the EBA, whereas interns particularly will enrich their general civic culture by helping them discover the professional world in its diversity, discover their preferences for their professional orientation, and overall they will be provide with a unique and first-hand experience of the workings of the EBA.

The EBA Job Shadowing Programme, whereas the EBA processes personal data to welcome interest from students in spending a short period of time (1-2 weeks) at the EBA. The 'Job shadowing internship' is addressed to students aged 14 to 19 years old.

Personal data will be processed for the following purposes:

#### 1. Selection and admission

- Personal data to identify and contact the candidate: name, surname, date of birth, nationality, postal address, email address, phone number, photo.
- Personal data provided by the candidate: as included in their Curriculum Vitae and motivational letter.
- Eligibility criteria: nationality, school enrolment, age, level of knowledge of English language.
- Evaluation by the relevant manager and tutor based on an assessment grid including three levels (high/medium/low) related to the questions asked during the brief interview/exchange with the student.
- Special categories of personal data (Article 10 EUDPR):
  - health insurance.
  - information on any absence for medical reasons, communicated only to the relevant tutor by the intern themselves.
  - medical certificate only in case of need for specific ergonomic measures.
  - description of any disabilities, so that the necessary accessibility measures can be put in place in view of organising the participation in the selection/admission phase.

#### 2. Onboarding

- IT access rights: name, surname, contract type, job title, manager, department, unit, start/end date.
- Audio-video communication and collaboration services: login/username, name, surname, email address, location, photo, telephone number in case of joining a meeting via phone.
- Audio-video communication and collaboration services include: access to MS Teams and Cisco Webex.
- Production and issuance of badge: name, surname, start/end date, unit/department.

#### 3. Internship certificate

- Internship certificate issued to the intern at the end of the internship: name, surname, start/end date, email address, dates and area of internship.

#### 4. Exit

- Deletion from IT systems: name, surname, start/end date, tutor name.
- Return and deletion of badge: name, surname, unit/department allocated, start/end date.

Your personal data can be accessed by the following within the EBA:

- The relevant EBA Human Resources staff members.
- The Assistant of the Head of Operations.
- 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.
- If necessary, access will be given to the specialised members of the IT Unit involved in the management of the Human Resources processes and the EBA's Legal Unit in the case of legal complaints.
- If necessary, a limited number of staff of the Finance and Procurement Unit (for the traineeship programme).
- Ethics officer in case of issues pertaining to conflict of interest situations arise (for the traineeship programme).
- Upon request, for auditing purposes, the data may be disclosed for Internal Audit, OLAF, Court of Auditors, the European Ombudsman, the European Data Protection Supervisor etc.

All the collected data are stored electronically accessible only to the authorised recipients. Appropriate levels of access are granted on an individual basis only to the above recipients. Moreover, processing of personal data in the context of this processing activity is performed under the [EBA Information Security Framework, published on the EBA intranet](#)

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

- Selected candidates: the data will be stored in their personal files/selection file for five (5) years as of the termination of internship.
- Non-selected candidates: the data will be deleted as of the date they become aware of the outcome of the application.

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

The processing of your personal data by the EBA is lawful since is required for the processing for the performance of a task carried out in the public interest or in the exercise of official authority vested in the EBA and necessary for the management and functioning of the EBA for the performance of tasks, therefore the processing meets the lawful basis of EUDPR Articles 4 and 5.

### **Will the processing of your personal data involve any transfer outside of the EU?**

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

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

As a data subject, an individual whose personal data is processed, you have the following rights:

**Access** - You have the right of access to your personal data and to relevant information concerning how we use it.

**Rectification** - You have the right to rectify your personal data, where there are inaccuracies or where data is incomplete.

**Erasure** - Under certain conditions, you have the right to ask that we delete your personal data.

**Objection** - You have the right to object to the processing of your personal data on grounds related to your particular situation. If you do so, EBA may only continue processing your personal data where overriding legitimate grounds can be demonstrated or where the processing is necessary for the establishment, exercise or defense of legal claims.

**Restriction** - Under certain conditions, you have the right to ask that we restrict the use of your personal data or momentarily pause the processing conducted on the data.

**Right to Withdraw Consent** – Where the EBA relies on consent as the legal basis for processing your personal data you have the right to withdraw your consent at any time.

For more information on these rights and details of the exceptions that may apply please see Articles 14 to 25 of EUDPR.

Where you wish to exercise any of your rights, you can send your request by post in a sealed envelope or via email using the contact details provided below.

## **How to withdraw your consent and the consequences of doing this**

As regards the use of personal data concerning the implementation of the Young Talents Policy – Job Shadowing Programme, if you want us to delete them, please contact the EBA and we will do it at the latest ten working days after your request.

Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before your consent is withdrawn.

## **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 with regard to the processing of your personal data, we encourage you to do so by email: [hrteam@eba.europa.eu](mailto:hrteam@eba.europa.eu) 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>