



Record of processing activity

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

Record of EBA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 (EUDPR)

Nr	Item	Description
Part 1 - Article 31 Record (publicly available)		
1	Last update of this record	30/06/2022
2	Reference number	EBA/DPR/2022/11
3	Name and contact details of controller	Controller: Human Resources Unit/Operations Department, European Banking Authority, Tour Europlaza, 20 avenue André Prothin, CS 30154, 92927 Paris La Défense CEDEX, France Contact: EBA-DPC-HR@eba.europa.eu
4	Name and contact details of DPO	dpo@eba.europa.eu
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Not applicable
7	Short description and purpose of the processing	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 . If a candidate receives an invitation for an interview and/or written test, the copy of passport or identity card is collected.

Nr	Item	Description
8	Description of categories of persons whose data the EBA processes and list of data categories	<p>The EBA will not process personal data of candidates and trainees recruited for other purposes.</p> <hr/> <p>In the process of selection and recruitment of trainees, the following data is subject to being processed by the EBA:</p> <ul style="list-style-type: none"> • 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. <p>In addition to this information provided in the application by candidates, the HR service collects documents from shortlisted/successful candidates to prove their eligibility</p> <ul style="list-style-type: none"> • 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. <p>If candidate is selected for the traineeship and offered traineeship position in the EBA, the following personal data are processed:</p> <ul style="list-style-type: none"> • 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; • only in the context of promoting traineeship programme, 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).
9	Time limit for keeping the data	<p>EBA does not keep personal data longer than necessary for the purposes for which that personal data is collected. The data will be retained as described below:</p>

Nr	Item	Description
		<p>The data will be retained for varying periods depending on the outcome of each application:</p> <ul style="list-style-type: none"> • 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.
10	Recipients of the data	<p>Data will be accessed by designated EBA staff members:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>The data might be disclosed, upon request, for auditing purposes (Internal Audit, OLAF, Court of Auditors).</p>
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12	General description of security measures, where possible	<p>All personal data related to the selection procedure are stored in specific electronic and physical paper folders accessible only to the authorised recipients. Appropriate levels of access are granted on an individual basis only to the above recipients.</p>

Nr	Item	Description
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<p>EBA staff members dealing with personal data in the context of the selection procedures at any stage are obliged to sign a confidentiality declaration that is kept in the folder of the procedure or in his/her personal file.</p> <p>Selection procedure documents are stored in an electronic folder that is restricted only to the members of the selection committee and the Human Resources Unit during the selection and only the Human Resources Unit thereon after.</p> <p>https://www.eba.europa.eu/about-us/protection-personal-data</p>