



Privacy statement for the recruitment of trainees at the EMCDDA

Any data collected or information furnished in the framework of the recruitment of trainees at the EMCDDA will be processed in accordance with [Regulation \(EC\) 45/2001](#). This Regulation concerns the protection of individuals with regard to personal data provided to the Community institutions and bodies and on the free movement of such data. In compliance with Articles 11 and 12 of the Regulation, the EMCDDA provides all applicants with the following information:

The Controller¹ of the data is the Head of the Administration. In order to contact the controller please do it in writing to the following e-mail address: EMCDDA-HR@emcdda.europa.eu.

The purpose of the processing is exclusively, within the recruitment of trainees at the EMCDDA.

Who has access to your information and to whom is it disclosed?

The recipients of the data are: HR staff dealing with the recruitment of trainees, Heads of unit for the assessment of the applications and where appropriate their staff members, the Director for decision. Data will be processed in strict confidentiality and exclusively for the purpose for which they were submitted.

How do we protect and safeguard your information?

The data collected can only be accessed by designated EMCDDA staff working for the Human Resources Management Sector. The data is stored in the Human Resources Management Sector's offices in locked cabinets.

How can you verify, modify or delete your information?

Regulation (EC) 45/2001 safeguards your right to access your data and to require the Controller to rectify without delay any inaccurate or incomplete personal data. You also have the right to require the Controller to erase data if the processing is unlawful. For this, you need to contact the EMCDDA's Human Resources Management Sector in writing (EMCDDA-HR@emcdda.europa.eu).

The right to rectification can only apply to the factual data processed during the concerned call for expression of interest for an internship. The mentioned right can only be exercised up to the closing date for submissions of applications.

Furthermore, you have right to have access to the final result (positive or negative) of the selection procedure upon written request to be addressed to the e-mail address indicated above.

¹ Article 2(d) of Regulation (EC) 45/2001 defines the controller as follows: '[...] controller shall mean the Community institution or body, the Directorate-General, the unit or any other organisational entity which alone or jointly with others determines the purpose and means of the processing of personal data [...]'].



European Monitoring Centre for Drugs and Drug Addiction

What personal information do we collect and for what purpose?

The categories of personal data dealt with during any call for expression of interest for an internship at the EMCDDA are the following:

- Data to identify and contact the applicant: family name, name, date of birth, gender, nationality, private address, e-mail address.
- Data relevant to demonstrate, in the framework of the procedure, that the applicant fulfils the profile advertised in the vacancy notice (CV in European format, if requested, a motivation letter, and if a position is offered, supporting documents). Furthermore, the applicant may indicate any individual situation regarding eligibility criteria and any other information they would like to provide to support their application.

It is compulsory for applicants to answer all questions contained in the application form and to fill in all fields requested in the CV in European format. Failure to comply with the mentioned obligation may result in the disqualification of the applicant from the concerned selection procedure.

The data processed is used possibly for the drawing up of a reserve list with the aim to offer internships.

The legal basis for processing data is the EMCDDA traineeships policy, of 21 January 2010.

How long do we keep your data?

Data regarding accepted paying trainees will be kept for ten years as of termination of the period of internship or of the last payment. Data regarding accepted non-paying trainees will be kept for one year, starting from the time when the trainee concerned leaves the EMCDDA services. Data concerning non-recruited applicants will be destroyed at the end of the year for which they applied.

After the mentioned period only data needed to provide overall statistics on the exercise (total number of applicants, total number of trainees, etc.) will be kept anonymous.

Recourse

You have the right to recourse via the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation 45/2001 have been infringed as a result of the processing of your personal data by the EMCDDA.

You may also contact the EMCDDA's DPO in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: dpo@emcdda.europa.eu