

## Data protection notice on the recruitment of trainees

Last updated: 23 April 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu)

EIGE's HR, [EIGE.HR@eige.europa.eu](mailto:EIGE.HR@eige.europa.eu)

### Purpose of processing

Personal data will be processed for the purpose of managing applications in view of a possible pre-selection as a trainee at the Agency, as well as to recruit those candidates who have been successful.

In addition, data may also be processed to create a video reel for the promotion of EIGE's traineeship opportunities which will be uploaded to the following media channels: LinkedIn<sup>1</sup>, Facebook<sup>2</sup>, Instagram<sup>3</sup>, and Youtube<sup>4</sup>.

No decision is taken by EIGE without human intervention.

### Legal basis of processing

Trainees provide a supporting role in assuring the day-to-day work of the Agency. Their selecting and recruitment are done in line with the EIGE's Traineeship Policy, as adopted by the Director's Decision No. 317/2024<sup>5</sup>. Processing of personal data is, therefore, necessary

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<sup>1</sup> LinkedIn EU Privacy Policy can be found [here](#).

<sup>2</sup> Meta's Privacy Policy can be found [here](#).

<sup>3</sup> See footnote no. 3.

<sup>4</sup> Youtube's Privacy Policy can be found [here](#).

<sup>5</sup> As adopted on 27 June 2024.



An EU Agency

to ensure the daily management of EIGE, but also to comply with legal obligations which are imposed upon the Agency.<sup>6</sup>

To disseminate its traineeship programme, the Agency may decide to create a corporate video reel of some trainees. Participation and processing of any necessary personal data for this purpose will only be done upon agreement<sup>7</sup>.

### **Types of personal data collected**

The following data will be collected to select the trainees:

- Personal (identification and contact) details: name, surname, nationality, gender, date of birth, email address, postal address, phone number;
- Educational background, training skills, etc.;
- Career history/work experience;
- Level of knowledge of EU languages;
- Personal data related to the selection criteria set for each specific profile;
- Additional information relating to a physical disability, including information on whether or not the candidate requires any reasonable accommodation (at the discretion of the candidate); and
- Data on motivation (in a motivation letter that is compulsory).

All successful trainees will also be required to provide the following information:

- Copy of passport or identity card;
- Copy of the diploma(s) or certificate(s) of the required level of education;
- Updated curriculum vitae; and
- Insurance policy covering sickness and accident during the period of the traineeship (EHIC accepted as a minimum).

In addition to the above, the following data will be processed in case of agreement in participating in the corporate traineeship video:

- First name;
- Unit; and
- Likeness / voice.

### **Individuals who have access to the data**

Your personal data may be disclosed to the following categories of recipients:

- HR Team Leader;
- Heads of Unit and their delegates responsible for interviewing applicants and choosing trainees. Each unit has access only to the applications for the profiles relevant to their unit;
- Director's secretariat;
- Members of the Finance unit responsible for payment of traineeship grants, as well as Authorising Officers and Authorising Officers by Delegation;

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<sup>6</sup> Processing is, therefore, justified under Articles 5(1)(a) and (b) of Regulation (EU) 2018/1725.

<sup>7</sup> Article 5(1)(d) of Regulation (EU) 2018/1725.

- Members of the Communications unit for the creating of corporate videos;
- Authorising Officers and Authorising Officer By Delegation;
- Contractors engaged to help create corporate videos; and
- Any of the supervisory instances of the Agency (i.e., the European Court of Auditors, the Internal Audit Service, and in case of controversy, the European Union Civil Service Tribunal, the European Ombudsman, external auditors, etc.) might be granted access to personal data of candidates upon request.

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

### **Retention policy**

The following retention periods apply:

- Data of unsuccessful candidates will be kept for 2 years following the closure of the selection procedure;
- Data of successful candidates will be kept for 5 years counting from the starting of the traineeship contract; and
- The corporate video will be kept for 1 year following its upload.

Once the retention periods have been reached, personal data will be securely destroyed or anonymised. In the latter case, data is no longer considered personal data and can be kept for an indefinite period of time.

Please be informed that when uploading a video in communication / social media channels, any processing of personal data thereof is outside the control of EIGE and outside its responsibility. You are highly advised to read the applicable data protection notices (please see section “*Purpose of processing*” above) before providing your consent.

### **Security of your personal data**

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on our internal servers with limited access to a specified audience only.

### **Your rights as data subject**

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact [EIGE.HR@eige.europa.eu](mailto:EIGE.HR@eige.europa.eu) whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

### **Other rights**

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.