

## Privacy statement

As a body responsible for the recruitment of trainees, FCH JU ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (*Official Journal of the European Communities*, L 8 of 12 January 2001).

### What is the purpose of the data collection?

The purpose of the data collection is:

- to identify all applicants for a traineeship at FCH JU;
- to support all the procedures of traineeship management (recruitment, progress of training, definition of individual rights, placement of trainees, etc.);

The FCH JU will not process the collected data for any other purpose than those described above.

### What personal data do we collect?

- Basic personal data (last name, first name, maiden name, gender, civil status, nationality, date of birth, place and country of birth)
- Data on university studies, professional experience, knowledge of languages
- Data on motivation
- Contact details (permanent address, telephone, e-mail, name, address and phone number of a person to contact in case of emergency, etc.)

### Which technical means do we use for processing your data?

The data collection and processing is done using the FCH JU's IT standards and telecommunication infrastructure. The data is stored electronically and access is protected by the management of the access rights. Paper application files are stored in a locked cabinet by the PA until their destruction.

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

-Individual data is processed by authorised staff solely for the purpose of screening, interviewing and recruiting candidates in accordance with the rules governing traineeship at the FCH JU. Authorised staff from external bodies (Court of Auditors, Internal Audit Service of the European Commission) may also have access to relevant personal data for audit control purposes.

### How long do we keep your data?

Applications are stored for the duration of the application period prior to the recruitment phase and until the end of the year of the traineeship period, after which time they are destroyed. Paper copies of recruited trainees files only are stored for a period of two years following the traineeship, after which time they are destroyed.

### How can you access your personal data, verify its accuracy and, if necessary, correct it?

Regarding an application form, you have by definition the right to input yourself all the requested data. It is your responsibility to make sure all information provided and input is accurate.

If you have submitted your application, you can, if need be:

- send us changes of address (postal address and/or e-mail) and civil status;
- request cancellation of your application and all linked data deleted. Please note that in this case you will not be permitted to apply again for the same traineeship session.

## Whom to contact if you have queries or complaints?

In case you have queries or complaints you can either contact:

The data protection officer of the FCH JU: [Nicolas.Brahy@fch.europa.eu](mailto:Nicolas.Brahy@fch.europa.eu)

or

The PA of the ED at the FCH JU office:

Fuel Cells and Hydrogen Joint Undertaking  
White Atrium  
Avenue de la Toison d'Or 56  
1040 Brussels  
[applications@fch.europa.eu](mailto:applications@fch.europa.eu)

In case of complaint, you can address the issue to the European Data Protection Supervisor:  
[edps@edps.europa.eu](mailto:edps@edps.europa.eu)