



## **Privacy statement**

### **Recruitment of Trainees at the Fuel Cells and Hydrogen Joint Undertaking**

#### **1. Context and Controller**

The trainee applications processed by the FCH 2 JU contain all the information required to commence, process and finalise the trainee recruitment procedure.

As a body responsible for the recruitment of trainees, FCH 2 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).

Processing operations are under the responsibility of the Data Controller, the FCH 2 JU.

#### **2. What personal information do we collect, for what purpose, under which legal basis and by which technical means?**

##### *Types of personal data*

- 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.)

##### *Purpose*

The purpose of the data collection is:

- to identify all applicants for a traineeship at FCH 2 JU;

- to support all the procedures of traineeship management (recruitment, progress of training, definition of individual rights, placement of trainees, etc.);

The FCH 2 JU will not process the collected data for any other purpose than those described above.

### ***Legal basis***

Decision of the Governing Board of Fuel Cells and Hydrogen 2 Joint Undertaking laying down the Rules on the use of trainees.

### ***Technical means of data processing***

The data collection and processing is done using the FCH 2 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.

## **3. Who has access to your personal data 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.

## **4. How can you access, rectify, block or erase your information?**

### ***Access***

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.

In case you wish to access your personal information and verify its accuracy, you can contact the FCH JU HR Officer, Iveta Berga at [Iveta.Berga@fch.europa.eu](mailto:Iveta.Berga@fch.europa.eu) or the FCH JU Data Protection Officer, Georgiana Buznosu at [Georgiana.Buznosu@fch.europa.eu](mailto:Georgiana.Buznosu@fch.europa.eu)

You could also obtain information as to your evaluation results throughout the entire selection process (application/screening/interview stages).

### ***Rectification***

If you have submitted your application, you can, if need be, rectify your identification data throughout the entire selection process. Specifically, you can send us changes of your:

- Name(s)

- Civil status
- Contact details

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

### ***Blocking and Erasure***

In case you discover that your personal information is not accurate, you have the right to request its immediate blocking from the FCH 2 JU Data Controller at [FCH-JU@FCH.Europa.eu](mailto:FCH-JU@FCH.Europa.eu).

Should you have any grounds to consider that FCH 2 JU is processing your personal data unlawfully, you can send us a blocking or an erasure request at the above address. The Data Controller will assess the request and take action within 15 working days following its reception.

You could further request cancellation of your application and deletion of all linked data by making use of the contact information mentioned above. Please note that in this case you will not be permitted to apply again for the same traineeship session.

## **5. How long do we keep your personal data?**

Trainee applications are stored for two years after the application process for a specific intake has been closed. Recruited trainees' files are stored for a period of five years following the traineeship, after which time they are destroyed.

## **6. Contact information**

For any questions related to your rights, feel free to contact the Data Controller at [FCH-JU@FCH.Europa.eu](mailto:FCH-JU@FCH.Europa.eu) by indicating 'Data Protection' in the subject and explicitly specifying your request.

Any information relating to processing of your personal data is detailed in the register of the Data Protection Officer of the FCH JU, Georgiana Buznosu, consultable on request at [Georgiana.Buznosu@fch.europa.eu](mailto:Georgiana.Buznosu@fch.europa.eu).

## **7. Recourse**

In case of conflict, complaints can be addressed to the European Data Protection Supervisor <http://www.edps.europa.eu>