



European Committee  
of the Regions

## Record of processing activity – Working document

### Traineeship

#### PART 1 - Record

##### 1. General Information

Reference number	RE3-2
Last update	27/09/2024
Controller	European Committee of the Regions
Directorate	Directorate E
Unit	E.3 Working conditions and talent management
Contact details	trainee@cor.europa.eu
Joint controller	N/A
Joint controllership arrangement	Available internally
DPO contact details	<a href="mailto:data.protection@cor.europa.eu">data.protection@cor.europa.eu</a>
Processor(s)	N/A
Data processing agreement	Available internally

##### 2. Purpose and description of the personal data processing

Purpose(s) of the personal data processing	<ul style="list-style-type: none"><li>- Selection of trainees</li><li>- Establishment of a personal file for the traineeship</li><li>- Encoding personal data of candidates and selected trainees for statistical purposes</li></ul>
Categories of persons whose personal data are processed	<ul style="list-style-type: none"><li>- Candidates who submit their electronic application via the CoR website for a standard traineeship at the CoR</li><li>- Candidates who submit their application via email to the functional mailbox for a short-term study visit or internship reserved for governmental officials</li><li>- Candidates that are selected and become trainee at the CoR</li></ul>
Categories of personal data processed	<p>Different traineeships have to be distinguished:</p> <ul style="list-style-type: none"><li>a) Standard traineeship:<ul style="list-style-type: none"><li>-personal data (surname, first name, gender, nationality, date, place and country of birth)</li><li>-contact data (email address, private phone number)</li><li>-academic and professional credentials (completed and/or ongoing studies, previous employment and/or traineeship experience)</li><li>-other relevant information (language skills, IT skills, social</li></ul></li></ul>

	<p>skills and competences, other skills)</p> <ul style="list-style-type: none"> <li>-documents added to the application by the candidates (ID card or passport, documents proving completed and/or ongoing studies, documents proving working experience)</li> <li>-selected trainees have to provide a proof of their medical fitness to undertake a training period and an extract from the judicial record, banking details, information</li> <li>-regarding marital status and dependent children, name and phone number of person to be notified in the event of an accident, information regarding health insurance cover for the traineeship period</li> </ul> <p>b) Short-term study visit:</p> <ul style="list-style-type: none"> <li>-Curriculum vitae</li> <li>-copy of a passport or identity card, giving surnames, forenames, date and place of birth and nationality of the applicant</li> <li>-proof of obligatory health insurance cover for the traineeship period</li> <li>-copies of all relevant diplomas and/or official certificates held</li> <li>-copies of all relevant attestations of professional experience</li> <li>-proof of knowledge of at least one of the CoR's most used working languages (English or French)</li> </ul> <p>c) Traineeship for government officials:</p> <ul style="list-style-type: none"> <li>-Curriculum vitae</li> <li>-copy of a passport or identity card, giving surnames, forenames, date and place of birth and nationality of the applicant</li> <li>-proof of obligatory health insurance cover for the traineeship period</li> <li>-document which confirms that the applicant is employed by the sending authority and that the latter agrees with the internship at the CoR</li> <li>-proof of knowledge of at least one of the CoR's most used working languages (English or French)</li> </ul>
<p>Recipients of the personal data</p>	<p>a) Standard traineeship: All data will be communicated exclusively to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee). The traineeship advisers who, in the various departments, take part in the selection process, only receive access in the first phase of the selection process to the data on gender, nationality, studies, languages and skills; in the second phase of the selection process they can also access data on surname, first name, nationality, email address and phone number. Surname, first name and citizenship will be communicated to the IT department and security service.</p> <p>b) Short-term study visit: All data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and contact person in the department concerned, director and deputy-director of Human Resources and Finance. In the case of candidates from a third country and/or candidates</p>

	<p>without a full academic degree, all data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and contact person in the department concerned, secretary-general and head of the secretary-general's private office. Surname, first name and citizenship will be communicated to the IT department and security service.</p> <p>c) Traineeship for government officials: All data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and contact person in the department concerned, director and deputy-director of Human Resources and Finance. In the case of candidates from a third country, all data will be communicated to the person responsible for traineeships (head of unit, head of sector, assistant, current trainee), head of unit and contact person in the department concerned, secretary-general and head of the secretary-general's private office. Surname, first name and citizenship will be communicated to the IT department and security service.</p>
<p>Transfers of personal data to a third country or an international organization</p>	<p>No, the personal data are not transferred to non-EU Member States or to international organisations.</p>
<p>Retention period of the personal data</p>	<p>a) Standard traineeship: The personal data of all candidates registered via the trainee application will be retained in the CoR database for two years from the official starting date of the traineeship. For successful candidates for the standard traineeship, these data will be kept in paper form for five years after the end of the traineeship.</p> <p>b) Short-term study visit: The personal data of candidates for a short-term traineeship will be retained for two years after receipt of the application. For successful candidates for a short-term traineeship, these data will be kept in paper form for five years after the end of the traineeship.</p> <p>c) Traineeship for governmental officials: The personal data of candidates for a traineeship for governmental officials will be retained for two years after receipt of the application. For successful candidates for a traineeship for governmental officials, these data will be kept in paper form for five years after the end of the traineeship.</p>
<p>General description of security measures, where possible</p>	<p>Regarding paper files All the data are kept by the persons responsible for traineeships according to the retention periods indicated above. They are kept in locked key cabinets located in the Traineeships office. Access to the personal file of a third person is strictly limited.</p> <p>Regarding electronic files Access to electronic tools is strictly limited to competent staff and</p>

	protected by a password. The holder of the file is informed by the electronic tool of any consultation of a personal file by a third person.
Data protection notice	Published internally