



## Privacy statement

### Processing of personal data on the occasion of traineeships and study placements

Personal data will be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council 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, and repealing Regulation (EC) No 45/2001.

#### **Purpose:**

The purpose of the personal data processing is to organise selection procedures to recruit trainees under the programmes in place at the Agency:

- EASA Graduate Traineeship Programme (GTP)
- EASA Study Placement Scheme (SPS)

#### **Personal data collected and further processed:**

EASA processes the data of the following data subjects:

- Any person applying for one of the aforementioned programmes at EASA

Categories of personal data:

- In the form of personal identification numbers
- Concerning pay, allowances and bank accounts
- Concerning recruitment and contracts
- Concerning the data subject's career
- Concerning telephone numbers and communications

#### **Data controller:**

Head of Human Resources Department; [hr.info@easa.europa.eu](mailto:hr.info@easa.europa.eu)

#### **Recipients of personal data:**

HR Department, staff of the hiring Departments, as well as other involved parties (such as reception, Corporate Services etc.). This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

#### **Data retention:**

Collected personal data are recorded and stored for 5 years following the expiration of the reserve list (aligned with the period of storage of statutory staff).

#### **Contact & exercise of rights:**

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data), please contact the Data Controller.

#### **Recourse:**

Data subjects have at any time the right to make a complaint regarding the processing of their personal data to [the European Data Protection Supervisor](#).