



## PRIVACY STATEMENT

### RECRUITMENT OF TRAINEES

#### 1. Context and Controller

This privacy statement explains why we process, how we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.). 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 (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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.*

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

The FCH 2 JU may be contacted by sending an e-mail to [fch-ju@fch.europa.eu](mailto:fch-ju@fch.europa.eu), or at the following postal address: TO 56-60, 1049 Brussels, Belgium

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

##### *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 and Technical means of personal data processing*

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. Recruitment files are stored electronically and access is protected by the management of the access



rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

### ***Legal basis***

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

For the processing operations described hereof, and depending on each category of processing, articles 5.1(a) - public interest, 5.1(c)- contractual purpose, or 5.1(d)- prior consent, of Regulation (EU) 2018/1725 apply.

### **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 2 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. What are your rights and how can you exercise them?**

#### ***Access***

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, you can contact the FCH 2 JU Data Protection Officer at [Data-Protection@fch.europa.eu](mailto:Data-Protection@fch.europa.eu)

You may make a request to access the FCH 2 JU Register of data processing operations in order to obtain more detailed information on how we treat and protect your personal data, in accordance with Article 17 of Regulation (EU) 2018/1725.

#### ***Rectification***

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above-mentioned email address.

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

#### ***Erasure***

You may make a request for erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send us a written request to the same email address mentioned under section "Access".

We will respond to your request without undue delay and at the latest within one month.

You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.



### ***Restriction of processing***

You may make a request for restricting the processing of your personal data under the conditions laid down by Article 20 of Regulation (EU) 2018/1725 for the following reasons: you would like to contest the accuracy of the personal data; you consider that the processing is unlawful and you would oppose the erasure of the personal data and request the restriction of the use of the personal data instead; when the FCH 2 JU as controller no longer needs your personal data for the purposes of the processing, but it is required by you as data subject for the establishment, exercise or defence of legal claims; or when you have objected to processing pursuant to Article 23(1) of Regulation (EU) 2018/1725, pending the verification of legitimate grounds.

In this case, you should send us a written request to the same email address mentioned under section “Access”.

### ***Right to data portability***

You have the right to receive the personal data, which you have provided to us in a structured, commonly used, and machine-readable format, and you may also request us to transmit this data to any other controller under the conditions of Article 22 of Regulation 201/1725. In this case, you should send us a written request to the same email address mentioned under section “Access”.

### ***Right to object***

You may object at any time to processing of your personal data under the conditions laid down by Article 23 of Regulation (EU) 2018/1725, on grounds relating to your particular situation. In this case, you should send us a written request to the same email address mentioned under section “Access”.

## **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 [Data-Protection@fch.europa.eu](mailto:Data-Protection@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 2 JU.

## **7. Recourse to the European Data Protection Supervisor**

You have the right to submit a complaint at any time directly to the European Data Protection Supervisor:

Rue Wiertz 60 - MO 63, B-1047 Bruxelles, Belgium



**FUEL CELLS AND HYDROGEN**  
JOINT UNDERTAKING



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