



Data Protection Notice for management of Blue Book trainees in HaDEA

The European Health and Digital Executive Agency (HaDEA) processes your personal data¹ in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#)² on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

What is the purpose(s) of this processing activity?

The purpose of this processing is to:

- identify potential trainees for the Agency from the preselected candidates included in the Commission's IT platform (GestMax), select, recruit and evaluate them;
- manage their files during the traineeship in HaDEA;
- prepare the appropriate IT and technical environment, including relevant access rights, in relation with their tasks; and
- grant them access rights to the HADEA building.

Personal data of applicants in the IT platform is under the responsibility of the European Commission, Directorate General for Education, Youth, Sport and Culture, Sector "Traineeships" (hereinafter 'European Traineeships Office'). Only candidates included in the IT platform can be recruited by HaDEA.

Who is the data controller?

The data controller of the processing operation is the Head of Unit C.3 Staff, Communication and Support of HaDEA.

The European Traineeships Office acts as joint controller. You may find its Traineeship Privacy Statement [here](#).

Which personal data is collected?

The following of your personal data are processed:

- Personal data allowing to identify and contact the candidate included in the IT platform used for the selection of trainees, i.e., surname, first name, date of birth, phone number, email address;
- Information about disability might be provided in order to facilitate the access of the candidate to the HaDEA premises and adapt the working space;

¹ **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

² 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 (OJ L295/39 of 21.11.2018).

- Professional contact details: email address and phone number.

Who has access to the personal data of data subjects and to whom can they be disclosed?

The recipients of your personal data will be:

A. WITHIN THE AGENCY:

- a. Authorised staff in the People Sector of HaDEA;
- b. The trainee's advisors;
- c. The Head of the relevant Unit, Sector and Department;
- d. The Director of HaDEA.

B. OUTSIDE THE AGENCY?

- Authorised staff from the European Traineeships Office;
- On a need-to-know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), the European Ombudsman, the European Data Protection Supervisor (EDPS), the European Public Prosecutor).

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your personal data will **not include automated decision-making** (such as profiling).

Which is the legal basis for processing your personal data?

We process your personal data on the basis of Article 5(1)(a) of Regulation 2018/1725, because processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body³. To the extent that processing of personal data is based on your consent, such processing is lawful also under Article 5(1)(d) of Regulation 2018/1725.

³ **Council Regulation** (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes.

Establishment Act: Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU (OJ L 50/9 of 15.2.2021).

Act of Delegation: Commission Decision C(2021)948 of 12 February 2021 delegating powers to the European Health and Digital Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of EU4Health, Single Market, Research and Innovation, Digital Europe, Connecting Europe Facility – Digital, comprising, in particular, implementation of appropriations entered in the general budget of the Union.

Staff Regulations of Officials of the European Union and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p. 15, in particular:

Articles 12-15 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for temporary agents).

Articles 82-84 of the Conditions of Employment of Other Servants of the European Communities and the Staff Regulations (for contract agents).

The legal bases for the processing activities are the following:

- Rules governing the official traineeships scheme of the European Commission (Commission Decision of 2 March 2005 - C(2005)458).
- The Service Level Agreement signed between the European Commission, Directorate General for Education, Youth, Sport and Culture and HaDEA.

How long do we keep your personal data?

Candidates selected for traineeships: trainees' personal data are kept for five years, and then they are deleted, except the sheet for the reconstruction of one's career which is kept for 50 years.

What are your rights regarding your personal data?

You have the right to access your personal data and to request your personal data to be rectified, if the personal data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

If you have **any queries** concerning the processing of your personal data, you may address them to the Head of Unit C.3 (entity acting as data controller) via e-mail to HADEA-PEOPLE@ec.europa.eu or to HaDEA Data Protection Officer at HADEA-DPO@ec.europa.eu.

You shall have right of recourse to the European Data Protection Supervisor at <https://edps.europa.eu>.

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