



Eurojust record of processing activity

Record of processing personal data activity, based on Article 31 of 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

Part I –Article 31 Record (this part is publicly available)

Nr.	Item	Description
Eurojust's internship program		
1.	Last update of this record	17/03/2020
2.	Reference number	HRU-04 (March 2020)
3.	Name and contact details of controller	hohrconfidential@eurojust.europa.eu
4.	Name and contact details of DPO	dpo@eurojust.europa.eu
5.	Name and contact details of joint controller	
6.	Name and contact details of processor	internship@eurojust.europa.eu
7.	Purpose of the processing	Any personal data will be processed solely for supporting Eurojust's internship program in accordance with <i>AD 2016-13 on the Eurojust internship policy</i> .
8.	Description of categories of persons whose data are processed and list of data categories	Data subjects are applicants to the Eurojust internship policy. Data processed include data in the internship application form : surname, first name, gender, address and contact details, date and place of birth, nationality, employment and education history. In addition, for successful applicants, data include the signed internship agreement containing the name of the intern, a certificate of good conduct from the relevant national authorities and a certificate stating that the intern has medical coverage during the period of the internship. Successful applicants sign a confidentiality declaration . A database in excel form with an overview of the internships offered at Eurojust is maintained by the Human Resources Unit for

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		<p>monitoring, audit and administrative purposes (considering renewals, producing certificates of internship etc.). This database includes the name of successful interns, the start and end date and the Unit/Office/National Desk of the internship. It also acts as a check list for the provision of a certificate of good conduct, the certificate of medical coverage during the period of internship and the declaration of confidentiality. Lastly, it includes the objectives set for the intern during the internship period This database is only accessible to the HR Staff member responsible for the internship program and his/her back up.</p>
9.	<p>Time limit for keeping the data</p>	<p>Internship application forms (electronic and hard copy) are kept only for as long as necessary to fulfil the requirements of existing audit/control procedures applicable to Eurojust. With the exception of the application form of successful applicants, this period shall not exceed three years from the date of receipt of the application. The Human Resources Unit shall be responsible for ensuring the destruction of data at the end of the retention period. For successful applicants who are offered an internship, their application form together with the certificate of good conduct, the certificate of medical coverage during the period of internship and the declaration of confidentiality will be kept no longer than three years after the completion of their internship.</p> <p>Personal data in the excel database are retained for a maximum of 5 years following the year of completion of the internship. Similarly, signed internship agreements are retained for a maximum of 5 years following the year of completion of the internship. The reason for the retention period beyond fulfilling any audit requirements is to be able to give internship statements to future employers of current interns.</p>
10.	<p>Recipients of the data</p>	<p>Human Resources staff responsible for the internship program have access to the internship application forms and create, process and monitor the excel database and signed internship agreements.</p> <p>The applications are also made available to the relevant member of the Unit/Office/National Desk responsible for selecting interns. After the selection is completed, that person will ensure that electronic copies of the application forms held by the recruiting unit are deleted and any paper copies are shredded.</p>
11.	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>No</p>

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12.	<p>General description of security measures, where possible.</p>	<p>Electronic files are received and stored in the internship@eurojust.europa.eu mailbox, which is accessible only to the Human Resources staff members responsible for internships.</p> <p>Any hard copies are stored in a locked cabinet accessible only to staff from the HR unit.</p> <p>The excel database is stored in the Human Resources DMS site accessible only to staff responsible for internships and their back up.</p>
13.	<p>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:</p>	<p>An information notice regarding data protection rights of potential applicants is included in the internship application form.</p> <p><i>“The purpose of processing the data you submit is to manage your application with a view to possible selection for an internship at Eurojust. Your data will under no circumstances be transmitted to any third party. Any data you provide will be treated in the strictest confidence and with a high standard of security.</i></p> <p><i>All documents you provide to Eurojust during any selection procedure will be kept in Eurojust's files and will not be returned to you. Your documents will only be kept for as long as necessary to fulfil the mandatory requirements of existing auditing/control procedures applicable to Eurojust.</i></p> <p><i>The Head of the HR Unit of Eurojust acts as the controller of such data, which will be collected and processed in full compliance with all applicable data protection regulations and, in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005). The rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules. “</i></p> <p>Candidates are also informed though the Data Protection notice in the Eurojust public website. Potential candidates that wish to exercise their rights can contact the Human Resources Unit.</p>