

**DECISION 19/2021**  
**OF THE DIRECTOR OF**  
**THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY (EIT)**

**ON THE ADOPTION OF THE RULES GOVERNING THE TRAINEESHIP SCHEME AT THE EUROPEAN INSTITUTE  
OF INNOVATION AND TECHNOLOGY**

**THE DIRECTOR OF THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY,**

Having regard to Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology<sup>1</sup> as amended by Regulation (EU) No 1292/2013 of the European Parliament and of the Council of 11 December 2013<sup>2</sup> ('EIT Regulation'), and in particular Section 4 (3) (i) and Section 5 (3) of the Statutes of the European Institute and Technology annexed to the EIT Regulation ('Statutes'),

Having regard to Decision 35/2019 on the Rules Governing the Traineeship Scheme of the EIT adopted on 11 December 2019,

**WHEREAS**

It is necessary to update the Rules Governing the Traineeship Scheme of the European Institute of Innovation and Technology taking into account the lessons learnt since its implementation at the EIT and providing for a more simplified and efficient processing of travel expenses for trainees,

**HAS DECIDED AS FOLLOWS:**

**Article 1**

The Rules Governing the Traineeship Scheme of the European Institute of Innovation and Technology (EIT) annexed to this Decision replace the Rules Governing the Traineeship Scheme of the EIT adopted on 11 December 2019<sup>3</sup>,

**Article 2**

This decision shall enter into force on the date of signature.

Done in Budapest on 5 May 2021

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<sup>1</sup> OJ L97 of 09.04.2008, p. 1

<sup>2</sup> OJ L347 of 20.12.2013, p. 174.

<sup>3</sup> Ares(2019)7625460



# Rules governing the Traineeship Scheme of the European Institute of Innovation and Technology

## Chapter 1 – Objectives

### Article 1. Objectives

1. These rules govern the traineeship scheme of the European Institute of Innovation and Technology (EIT). It is addressed mainly to young university graduates, without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career.
2. The aims of the traineeship at the EIT are:
  - a) To provide trainees an understanding of the objectives and activities of the EIT.
  - b) To enable trainees to acquire practical experience and knowledge of the day-to-day work of the EIT Headquarters.
  - c) To promote European integration through active participation to create awareness of true European citizenship.
  - d) To enable trainees to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.
3. The EIT through its traineeship scheme:
  - a) Benefits from the input of young enthusiastic graduates who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of the EIT;
  - b) Creates a pool of young people with first-hand experience of and trained in EIT procedures, who will be better prepared to collaborate and co-operate with the EIT in

the future; specifically as professionals of knowledge and innovation communities and, in a manner, as ambassadors for European ideas and values both within and outside the European Union.

## Chapter 2 – Eligibility

### Article 2. Nationality

1. Candidates shall be selected from nationals of the Member States of the European Union (EU), the Member States of the European Economic Area (EEA), the European Free Trade Area (EFTA)<sup>4</sup>, and from EU candidate countries<sup>5</sup>. In addition, a limited number of nationals from countries other than those listed above can also be accepted according to available resources, but should not exceed 20% of the total intake of trainees for the year.

### Article 3. Qualification

1. Candidates must have completed, by the closing date for applications, the first cycle of university education and obtained a full degree or its equivalent (see Annex I). The EIT maintains the right to change these minimum qualifications used for the traineeships programme. Any such changes will be published in the call for applications.
2. Candidates must provide copies of diplomas (or of relevant official certificates), of all university or post-university studies declared in their application. For declared ongoing studies an official declaration from the relevant university must be provided.
3. Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into English, the working language of the EIT. If recruited for a traineeship, presentation of all diplomas declared and, if applicable, official certified translations will be required.

### Article 4. Languages

1. In order to fully profit from the traineeship and to be able to follow meetings and perform adequately, candidates must have very good knowledge of English, being the working language of the EIT.

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<sup>4</sup> Norway, Liechtenstein, Iceland and Switzerland

<sup>5</sup> Albania, Montenegro, Serbia, the Former Yugoslav Republic of Macedonia, Turkey and any other future candidate countries once officially accepted by the EU.

2. Candidates will be required to provide the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.) regarding the knowledge of languages declared on the application form, other than the mother tongue.

## Article 5. Prior employment

1. The EIT wishes to offer to as many people as possible the opportunity of in-service training. Therefore, traineeships are only open to candidates who have not:
  - a) benefited already or benefit from any kind of traineeship (formal or informal, paid or unpaid) within a European Institution or body<sup>6</sup> (Annex II).
  - b) had or have any kind of employment within a European Institution or body, delegation or representation office, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU Institution, body, delegation or representative office.
  - c) had or have any paid or unpaid traineeship or have had employment or other contractual relationship with the existing Knowledge and Innovation Communities<sup>7</sup> (i.e. the legal entity and partners of established KICs).<sup>8</sup>
2. Candidates shall inform the EIT of any change in their situation that might occur at any stage of the application process.

## Article 6. Conflict of interest of applicants

Applications will be rejected if it is established that the applicant is in one or more of the following situations of conflict of interest:

1. The applicant had or has prior employment as listed in Article 5.
2. The applicant is a close family member<sup>9</sup> of an EIT staff member or an EIT Governing Board member.

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<sup>6</sup> Exceptionally, in the interest of service and depending on the profile requirements, the traineeship may be open to candidates who have had or have any paid traineeship, employment or other contractual relationship within a European Institution or Body.

<sup>7</sup> Exceptionally, in the interest of service and depending on the profile requirements, the traineeship may be open to candidates who have had or have any paid traineeship, employment or other contractual relationship with the existing Knowledge and Innovation Communities.

<sup>8</sup> In case of designation of further KICs by the EIT Governing Board, this rule shall cover those KICs as well.

<sup>9</sup> Close family member: spouse or partner, brother/sister, descendants.

3. The applicant is in any other situation that could cast doubt on his/her ability to participate in the traineeship, or that could reasonably appear to do so in the eyes of an external third party.

### Article 7. Other conditions

Applicants are required to have a general behaviour compatible with the security requirements of the EIT and to be physically fit to perform the tasks.

## Chapter 3 – Recruitment

### Article 8. The launch of the procedure

Every year the EIT Director shall decide the number of traineeships to be offered in each unit, taking into consideration the existing conditions (size, absorption capacity, results of the evaluations carried out, etc.) and the budget availability.

### Article 9. The selection procedure

1. Applications shall be made in accordance with the procedures established by the EIT. All necessary instructions shall be published in the call for applications.
2. As a general rule, calls for applications should be open for at least three weeks. Applications submitted after the closing date will be rejected automatically and no additional documents or justifications will be accepted after receipt of the application.
3. The eligibility check is completed by the EIT HR, which draws up a list of candidates to be considered.
4. Based on this list, the pre-selection is carried out by Committee(s) made up of EIT staff: successful applicants are selected on the basis of motivation, qualifications and/or experience.
  - a) The selection procedure aims to keep, to the best level possible, gender balance and geographical equilibrium.
  - b) The shortlist contains – provided that there is a sufficient number of eligible candidates – at least three times as many applicants as there are traineeship places available. The validity of the shortlist will be indicated in the Call for applications, and it may be extended by the decision of the EIT Director.

- c) This list is then forwarded to the Heads of Unit, and they select the most appropriate trainees according to the established “profile”. The final selection is made based on the CV of the shortlisted candidates; however, candidates on the shortlist may be required to undergo an interview at the EIT.
- d) The work of the Committee(s) is confidential, and its decisions are final.

## Article 10. The final selection

- 3. The final selection is confirmed by the EIT Director. A job description for each trainee selected is prepared by the relevant Unit.
  - a) Only the candidates selected for a traineeship will receive notification.
  - b) If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a new application, together with the requested supporting documents.
- 4. Successful applicants are informed by email of the dates of the traineeship, the Unit to which they have been allocated and the list of final documents they should provide prior to commencement of the traineeship.

## Article 11. Conflict of interest verification before the employment

Trainees may not be recruited to any Unit where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

## Article 12. Specialties of the recruitment

- 1. Applicants can only be offered a single contract for a given traineeship period.
- 2. Applicants who decline a contract offer will be excluded from the on-going procedure. They may re-apply for a subsequent training period by submitting a new application, together with all supporting documents.
- 3. Recruited trainees are obliged to provide any forms and certificates required by the EIT HR at the time of their recruitment. They are responsible for ensuring that they have the valid documents to enter and stay in Hungary during the traineeship, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed/residing.

# Chapter 4 – Contract of Traineeship

## Article 13. Duration of the Traineeship

1. The traineeship contract shall always start on the 1<sup>st</sup> or the 16<sup>th</sup> day of the month.
2. The traineeship contract is offered for a period of six months. The traineeship may be extended once for a further period of 6 months, under exceptional and duly justified circumstances.
3. A person can only benefit from one traineeship experience at the EIT. Thus, the traineeship contract shall not be repeated or extended beyond the maximum limit.

## Article 14. Termination of the contract

1. Trainees may only terminate their contract on either the 15th or the last day of the month. Where appropriate, the equivalent part of the grant must be reimbursed to the EIT.
2. If a trainee wishes to terminate the traineeship earlier than the date specified in the contract, a written request must be submitted by the trainee to EIT HR for approval. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen.

## Article 15. Location of the Traineeship

The traineeships will be held at the headquarters of the EIT in Budapest. If specified in the call for applications, the location of the traineeship may be at the EIT House in Brussels.

## Article 16. Mentoring

1. Trainees are placed under the responsibility of an adviser. Each adviser may be responsible for only one trainee per traineeship period.
2. The adviser must guide and closely follow the trainee during his/her traineeship.
3. The adviser must notify immediately EIT HR of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, bad behaviour, or interruption of the traineeship) which come to his/her attention or of which the trainee has informed him/her.

## Article 17. Rights and obligations of Trainees

1. Trainees shall be required to comply with the instructions given by their advisers and their superior(s) in the service to which they are assigned. They must also comply with the rules governing the traineeship programme and the internal rules governing the functioning of the EIT, in particular the rules concerning security and confidentiality.
2. Trainees are allowed to attend meetings on subjects of interest to their work unless these meetings are restricted or confidential; receive documentation and participate - at a level corresponding to their educational and working background - in the work of the Unit to which they are attached.
3. Trainees are not authorised to be sent on missions.
4. Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Union, nor does it entail any right or priority with regard to an appointment at the EIT.

## Article 18. Leaves and public holidays

1. Trainees should keep the same working hours and have the same official public holidays, if these fall during their traineeship, as EIT staff.
2. Trainees are entitled to 2 days leave per month. Days of leave not taken are not paid in lieu. Days taken for participation to any competition, exam or university work, etc. shall be deducted from this entitlement.
3. Leave requests must be approved by the adviser and then checked and approved by the EIT HR.

## Article 19. Sick leaves and absences

1. In case of sickness, trainees must notify their advisers immediately, and if absent for longer than two days, must produce a medical certificate, indicating the probable length of absence, which must be forwarded to the EIT HR. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.
2. When trainees are absent without justification or without notifying EIT HR and their adviser, EIT HR shall instruct the trainee in writing to report to the Unit in which the traineeship is taking place within a week of the reception of the written notification. The trainee should also provide proper justification for his/her unauthorised absence.
3. These days of absence are automatically deducted from the trainee's leave entitlement. The EIT HR may decide, following examination of the justification given, or if no justification is



received after this deadline, to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to the EIT.

## Article 20. Confidentiality and conflict of interests during employment

1. At the start of employment by the EIT, the trainees will be requested to sign a confidentiality and non-conflict of interest declaration.
  - a) Confidentiality: Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation for 5 years after the end of their traineeship. The EIT reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
  - b) Conflict of interests:
    - Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. KICs<sup>10</sup>, lobbyists, etc.), unless they are instructed by EIT staff to do so,
    - Trainees are not permitted to exercise any other employment or contractual relationship during the period of the traineeship which may adversely affect the work assigned during the traineeship (i.e. KICs, lobbyists etc.)
  - c) Trainees shall be prevented from taking paid employment or acting in any other capacity even without receiving remuneration in any of the KIC's legal entities for a period of six months after the termination of their traineeship.
2. Should a conflict of interest arise during their assignment, trainees shall immediately report it to their adviser and to the EIT HR in writing. If a conflict is confirmed, the contract with the trainee will be terminated.

## Article 21. Publications

Trainees must not, either alone or with others, publish any matter dealing with the work of the EIT without the EIT's written permission. Such permission is subject to the conditions in force for all EIT staff, in line with the relevant provisions of the Staff Regulations<sup>11</sup>. All rights in any writings or other work done for the EIT during the traineeship shall be the property of the EIT.

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<sup>10</sup> Including the existing KIC legal entities and their partners. In case of designation of further KICs by the EIT Governing Board, this rule shall cover those KICs as well.

<sup>11</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

## Article 22. Sanctions and disciplinary measures

1. Trainees must exercise their duties and behave with integrity<sup>12</sup>, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the EIT Director, in response to a reasonable request by the adviser, after hearing the trainee and consulting EIT HR, may at any moment decide to terminate the traineeship.
2. The EIT, following a justified request by the adviser and approved by the EIT HR, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.
3. The EIT reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.

# Chapter 5 – Financial Matters

## Article 23. Grant

1. Trainees will be awarded a monthly grant. The amount of the grant will be published in the call for applications within the traineeship program for the respective year.
2. The reference for the calculation of the monthly maintenance grant shall remain between a minimum of 25% and a maximum of 30% of the basic salary of EU officials in grade AD5 step 1, multiplied by the weighting factor applicable for Budapest, Hungary<sup>13</sup>.
3. The specific percentage to be applied between both reference values (25% - 30%) shall be stated by means of a Decision of the EIT Director. This Decision shall be revised on a yearly basis and it shall be justified depending on budgetary constraints.
4. Disabled trainees may receive a supplement to their grant equal to 50% of the amount of the grant upon presentation of the proper justification. Human Resources of the EIT may consult the Medical Service for this purpose if necessary.
5. Trainees who continue to be paid by their employer for completing a traineeship at the EIT, or who receive a grant from another source for the same purpose or another subsistence allowance, shall only be entitled to a financial contribution from the EIT if the sum they receive is less than the amount of the monthly grant.

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<sup>12</sup> I.e. in line with the EIT Ethical and Organisational Code of Conduct.

<sup>13</sup> The level of the monthly maintenance grant will be adjusted annually in line with the salary adjustment applicable to the remuneration of EU officials, normally as from 1<sup>st</sup> of January of the following year without retroactive effect. The EIT applies the Hungarian 'correction coefficient' to the basic salary of EU Officials. This 'correction coefficient' is annually updated. Where the traineeship is located in the EIT House in Brussels, the weighting factor applicable for Brussels will be applied.

## Article 24. Insurances

1. Sickness and accident insurances are compulsory and the EIT does not provide such coverage.
2. Trainees must take out these insurances and proof of the coverage must be presented to EIT HR prior to the start of the traineeship period.

## Article 25. Travel expenses

1. Recruited trainees will receive the following fixed travel grant to contribute to their travel expenses between the place of recruitment and place of employment:
  - 300 euros, where the place of recruitment is in an EU member State;
  - 400 euros, where the place of recruitment is outside of the EU.
2. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel grant.
3. The trainee must complete a minimum of 3 months of the traineeship period to qualify for the travel grant and submit a self-declaration confirming the place from where they are recruited along with the proof of travel (i.e. boarding pass/flight ticket, train ticket, when traveling by car- petrol receipts/motorway payment).
4. Trainees whose contracts are extended shall not benefit from an additional travel grant.

## Article 26. Tax arrangements

1. Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Therefore, trainees are solely responsible for the payment of any taxes due on the maintenance grant they receive from the EIT by virtue of the laws in force in the state in which they are liable to pay income tax.
2. The EIT shall provide a certificate for tax purposes at the end of the traineeship period. This certificate shall state the amount of the maintenance grant received and confirm that tax and social security payments have not been made.

# Chapter 6 – Reports and Certificates

## Article 27. Activity report

At the end of their traineeship, trainees must submit a report on their activities during the traineeship period to their advisers and to EIT HR.

## Article 28. Certificate of Traineeship

In the light of these reports, trainees will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the Unit in which they were employed.

# Chapter 7 – Personal Data

## Article 29. Data protection

The processing of personal data of the candidates shall follow the provisions of Regulation (EU) 2018/17251 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 (hereinafter “the Data Protection Regulation of the European institutions”).

More information concerning the protection of personal data may be found in the privacy statement (Annex III).

# Chapter 8 – Final Provisions

## Article 30. Implementation of the rules

The Head of Services and Finance Unit is responsible for the implementation of these rules.

## Examples of diplomas for which the level of education corresponds to that required for access to the traineeship programme

Country	University level education – at least 3 years in length
Belgium FR	Actuellement : Licence ou équivalent A l'avenir: Bachelor
Belgium NL	At present: Licentiaat, Meester, industrieel ingenieur, Gegradueerde In future: Bachelor (According to the Higher Education Act of 4/4/2003)
Bulgaria	Diploma za visse obrazovanie/ Bakalavar/ Magistar
Ceská Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester)
Eesti/Estonia	Bakalaureusekraad (<160 ainepunkti)
España	Diplomado/Ingeniero Técnico
France	Licence
Greece/Ελλάδα	Δίπλωμα Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland/Eire	Bachelor's degree
Republika Hrvatska	sveucilisni prvostupnik / sveucilisna prvostupnica
Italia	Laurea –L (breve)
Κύπρος/Kibris/Cyprus	Πανεπιστημιακό δίπλωμα
Latvija	Bakalaura diploms (<160 kredīti)
Lietuva	Bakalauras (<160 kreditas)
Luxembourg	Diplôme d'Ingénieur Technicien/Bachelor
Magyarország	Főiskolai/Egyetemi Oklevél
Malta	Bachelor's degree
Nederland	Bachelor
Österreich	Fachhochschuldiplom (6-7 Semester)
Polska	Licencjat – Inżynier
Portugal	Bacharelato
Romania	Diplome de Licenca
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Slovenská Republika	Diplom o ukončení Bakalárského štúdia
Suomi/Finland	Kandidaatti / Kandidat examen Ammattikorkeakoulututkinto/Yrkeshögskoleexamen (min. 120 opintoviikkoa/ studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng, varav 60 poäng av fördjupade studier i ett ämne)

## European Institutions and Bodies<sup>14</sup>

- European Parliament
- European Council
- Council of the European Union
- European Commission (including Delegations and Representation offices)
- Court of Justice of the EU
- European Court of Auditors
- European External Action Service
- European Central Bank
- European Investment Bank
- European Investment Fund
- European Economic and Social Committee
- Committee of the Regions
- European Ombudsman
- European Data Protection Supervisor
- Publications Office of the European Union
- European Personnel Selection Office
- European School of Administration
- Computer Emergency Response Team
- Agencies and other EU bodies<sup>15</sup>

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<sup>14</sup> [http://europa.eu/about-eu/institutions-bodies/index\\_en.htm](http://europa.eu/about-eu/institutions-bodies/index_en.htm)

<sup>15</sup> [http://europa.eu/about-eu/agencies/index\\_en.htm](http://europa.eu/about-eu/agencies/index_en.htm)

## Privacy statement regarding the selection and recruitment of trainees of the European Institute of Innovation and Technology

This privacy statement provides information relating to the processing of personal data of EIT staff carried out by the European Institute of Innovation and Technology within the framework of selection and recruitment procedures of trainees.

The processing of personal data of the candidates follows the provisions of Regulation (EU) 2018/17251 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 (hereinafter “the Data Protection Regulation of the European institutions”).

### What is personal data and what is a personal data processing operation?

**Personal data** shall mean any information relating to an identified or identifiable natural person (‘data subject’). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, and 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.

**Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

### Who are the data subjects?

The data subject are the candidates who have submitted an application for a traineeship at the EIT.

### Who is the controller of the data collection?

The data controller is the Head of unit Services and Finance of the EIT.

### What is the purpose of the personal data collection?

The purpose of processing personal data is to select and recruit trainees to meet the objectives of the EIT traineeship scheme, in particular to promote European integration by providing an opportunity for trainees to acquire practical experience of the activities of the European institutions in general and the European Institute for Innovation and Technology in particular.

The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data. In particular, the personal information of



the candidates contained in their application are accessed, evaluated, stored and eventually destroyed. The data are used to identify the most suitable candidates, and subsequently for the management of the traineeship contract, including the payment of the monthly allowance.

### **What types of personal data are processed?**

The following types of personal data are processed for the above mentioned purposes in accordance with the Data Protection Regulation of the European institutions:

- a) Personal data provided by the candidate allowing identification of the candidate (surname, first name, date and place of birth, gender, nationality);
- b) Photo of the candidate is not requested, but may be included in the CV;
- c) Information provided by the candidate to verify whether or not he/she meets the eligibility criteria fixed in a call for applications (such as citizenship, language certificates, diploma/training: year awarded, title, name of the awarding body, employment records etc.);
- d) Contact information provided by the candidate to allow the practical organisation of the selection process (street, postcode, town, country, telephone number, fax, e-mail address);
- e) Information about the candidate's motivation and preferences in terms of preferable unit or type of activity;
- f) Financial information at the end of the recruitment procedure (for instance, bank account details);
- g) Personal data about family only in case the candidate is a close family member of an EIT staff member or of an EIT Governing Board member;
- h) Information concerning special needs (disability)
- i) In case of recruitment, the selected candidate is requested to sign a conflict of interest declaration.

The EIT does not require the applicants to submit any special category of data as part of the selection and recruitment procedure. If participants decide to share such information for example by means of attaching a photo to their CV this is done spontaneously and thereby with unambiguous consent.

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

#### **1) Within the EIT:**

The personal data of the candidates is processed by the EIT authorised staff: HR staff, EIT staff participating in the Committee in charge of the pre-selection of the candidates for traineeship, Heads of Units and Director of the EIT.

Access will be given to the Internal Auditor of the EIT by request if necessary for the performance of the duties of the Internal Auditor.

## 2) Within the Commission and other EU institutions/bodies/agencies:

The authorized staff that may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).

For the purpose of handling review procedures, access to the personal data may be granted to the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice upon request and to the extent necessary for handling the review procedure.

## 3) Third parties subject to the GDPR<sup>16</sup> and third parties not subject to the GDPR:

Exceptionally and if necessary, information concerning the trainee selection and recruitment may be disclosed to external lawyers (advocates) subject to the GDPR for specific and limited purposes only. In this case a written contract (service contract) is signed between the EIT and the external lawyer in order to ensure that that Article 29 of the Data Protection Regulation of the EU institutions is respected by the data processor. These written contracts follow the model of the Commission and include a specific article on data protection.

The same applies to external IT contractors with whom the EIT has a framework contract in order to provide IT services for the EIT.

### How long do we keep your data?

- Data of recruited candidates: the personal data of the trainee is stored in the personnel file throughout the employment at the EIT. The personnel files will be retained for a period of **5 years** after the traineeship budget is discharged in accordance with the Financial Regulation. Once the above mentioned period of 5 years is completed, only the data necessary for providing a copy of the trainee certificate (name of the trainee, information on the duration of the traineeship, the unit to which the trainee was assigned, the name of supervisor and the nature of work performed) is stored for **50 years**.

Following the expiry of the 5 years, any further data required for historical, statistical or scientific purposes should be kept in an anonymous form.

- Data of shortlisted but not recruited candidates is kept for a period of **2 years from the expiry of the validity of the shortlist** for the purposes of potential review procedures concerning the selection and recruitment procedure (complaint to the EIT, complaint to the European Ombudsman, appeal to the General Court, etc.) and for budgetary or audit purposes. In case the length of the review procedure exceeds the period of two years, the relevant data are kept for the duration of the ongoing review procedure.
- Data of not shortlisted candidates will be kept for a period of **2 years from the establishment of the shortlist in which they are not included**, for the purposes of potential review procedures concerning the selection and recruitment procedure (complaint to the EIT, complaint to the European Ombudsman, appeal to the General Court, etc.) and for budgetary or audit purposes. In case the length of the review procedure exceeds the period of two years, the relevant data are kept for the duration of the ongoing review procedure.

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<sup>16</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

## What are the rights of the data subject?

In accordance with Articles 15, 17, 18, 19 of the Data Protection Regulation of European Institutions the data subjects have the **right for information**, the **right of access**, the **right of rectification** in case their personal data is not complete or not accurate and the **right to erasure** (“right to be forgotten”). The exercise of such rights may not result in unequal treatment of the candidates and may not be contrary or harmful to the aim of the selection procedure.

The rights **for information and of access** also include a right of a data subject to have access to the evaluation results regarding all the stages of the selection procedure (pre-selection, interview, written tests, if any). One should also keep in mind that in any case neither comparative data concerning other applicants (comparative results), nor to the individual opinions of the EIT staff participating in the Committee in charge of the pre-selection of the candidates for traineeship should be disclosed to the data subject.

The EIT points out that the **right of the rectification** of their inaccurate data during the selection process has the limits. A data subject after the closing date of submitting the applications cannot change any data related to the admissibility criteria. This restriction is necessary to guarantee the fairness and justice of the selection procedure. At the same time no limits apply to the identification data, it can be changed at any time of the selection process.

Candidates and selected experts have the right to obtain the **erasure** of their personal data in accordance with Article 19 of the Regulation and in particular in the cases when the personal data are no longer necessary in relation to the purposes for which they were collected, if the data subject withdraws its consent, or in case of unlawful processing.

Data subjects have also the **right to restriction** of processing of personal data in accordance with Article 20 of the Regulation, and the **right to object** on grounds listed in Article 23 of the Regulation.

The rights can be only exercised by sending a request in a written form to the [traineeship@eit.europa.eu](mailto:traineeship@eit.europa.eu). As a general rule, the requests for information, access, rectification, erasure restriction are handled without undue delay and in any event within one month of receipt of the request; this period may be extended by further two months where necessary, taking into account the complexity and number of requests. In case the data subject contests the accuracy of the data, upon request, the data is restricted immediately for the period of verification of the accuracy of the data, not exceeding on month.

Restrictions to the rights of data subjects may be applied by the EIT, in accordance with Article 25 of the Data Protection Regulation of the European institutions and the EIT internal rules on restrictions<sup>17</sup>.

## Who should be contacted in case of queries or complaints?

If you have any queries concerning the processing of your personal data, you may address them to the internal EIT department responsible for managing the staff recruitment processing operation at the following email: [traineeship@eit.europa.eu](mailto:traineeship@eit.europa.eu).

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<sup>17</sup> Currently under adoption. The final version will be published at the following link: <https://eit.europa.eu/who-we-are/legal-framework/data-protection>

You have the right of recourse at any time to the EIT's Data Protection Officer (EIT-DPO@eit.europa.eu) and to the European Data Protection Supervisor (EDPS@edps.europa.eu) or contact the site: <http://www.edps.europa.eu/EDPSWEB/>.

#### **Legal basis of the processing operation:**

##### **General legal basis:**

- Regulation (EC) No 294/2008<sup>18</sup> of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology , as amended by Regulation (EU) No 1292/2013 of the European Parliament and of the Council of 11 December 2013<sup>19</sup> ("EIT Regulation").

##### **Specific EIT legal basis:**

- Rules governing the Traineeship Scheme of the EIT (as published on the EIT website: <https://eit.europa.eu/work-with-us/careers/vacancies>)

##### **Grounds for lawfulness:**

In line with Article 5(a) of Regulation No (EU) 2018/1725, the 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 EIT. The selection and the recruitment of trainees is part of the public interest activities of the EIT, carried out based on the Rules governing the Traineeship Scheme adopted by the EIT in the legitimate exercise of its official authority.

Furthermore, the processing is also based on Article 5(d) of Regulation No (EU) 2018/1725, since the participation of the candidates in the selection and recruitment procedure is voluntary.

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<sup>18</sup> OJ L 97 of 09.04.2008, p. 1

<sup>19</sup> OJ L 347 of 20.12.2013, p. 174