

Cedefop record of processing activity

Record of Cedefop activities processing personal data, 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 1247/2002/EC.

Nr.	Item	Description
<i>Traineeships</i>		
1.	Last update of this record	22/10/2025
2.	Reference number	RB2026-1948425193-2552
3.	Name and contact details of controller	Cedefop – European Centre for the Development of Vocational Training Postal address: Cedefop Service Post, Europe 123, 570 01 Thermi, GREECE Telephone: (+30) 2310 490111 Email: info@cedefop.europa.eu Responsible department or role: DRS/HR Email: hr-data-protection@cedefop.europa.eu
4.	Name and contact details of DPO	data-protection-officer@cedefop.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Very short description and purpose of the processing	Legal basis of the procedure: - Article 5(1)(a), 5(1)(b), 5(1)(d) of Regulation (EU) 2018/1725 - Rules governing the traineeship programme at Cedefop Description and purpose: Cedefop annually offers traineeships to recent graduates who are EU or EFTA nationals. The programme typically runs from October to July, with a maximum duration of 12 months. The number of trainees and the possibility of extending the period depend on service needs and budget. Applications are submitted online along with a CV and relevant certificates/diplomas. Candidates' data are collected for assessment for potential

		traineeship opportunities at Cedefop. Short-listed candidates are interviewed, and successful applicants must provide additional supporting documents before starting. Trainees receive monthly grants. The amount varies depending on their place of origin or disability status, and supporting documents (such as proof of residence or medical certificate) may be required.
8.	Description of categories of persons whose data Cedefop processes and list of data categories	Data subjects: • All applicants who successfully submit their application online with regard to traineeship vacancies published on Cedefop website • All applicants who submit unsolicited applications Data categories: • Surname and name • Title (Ms/Mr/Other) • Nationality • Date of birth • Permanent address (place of origin) • Phone number(s) • E-mail address • Information on academic background, professional experience, training, and language skills • Traineeship projects of interest • CV • Copy of university degree and relevant certificates/diploma Special categories (as defined in Article 10 of the EUDPR): • Sensitive data related to disabled trainees (if applicable) • Medical certificates to cover periods of sickness-related absence (provided to Cedefop Medical Officer by the trainees) Successful candidates must provide scans of the following additional documentation prior to commencing their traineeship: • Solemn declaration concerning permanent address • Passport or ID card • Bank account details

		• Allowances/payments from other sources • Proof of health insurance coverage for the duration of the traineeship
9.	Time limit for keeping the data	Retention periods are as follows: • 2 years for unsolicited applications • 5 years for files related to the selection of trainees • 10 years for files on trainees
10.	Recipients of the data	Internal recipients: • HR staff • Finance & Procurement Service and Accountancy Service staff for processing payments of grants, travel expenses, and canteen costs • ICT administrator responsible for the online application tool • Management and supervisors for evaluating candidates • Cedefop's staff internally responsible for audit and review activities External recipients: • Staff of external contractors providing audit and review services to Cedefop, may have access to the personal data collected through this processing operation to the extent necessary for carrying out their activities • Cedefop Medical Officer for handling medical issues • HR external contractors • ICT external contractors supporting in IT issues
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures where possible.	Cedefop implements a number of technical and organisational security measures to address, among others, online security (firewall, URL filtering, antivirus programs), risk of data loss and alteration (back-up and restore policy), as well as to grant access to its information and documents only to authorised users based on a 'need to know' principle (through authentication and authorisation procedures, encryption). Cedefop has also put in place appropriate incident handling and personal data breaches procedures. Compliance with these

		measures is ensured through Cedefop's ICT Use and Security Policy, which is regularly reviewed for improvements. All data processing is confidential. The online application tool is managed by ICT, with access restricted solely to the HR staff. Supervisors and co-supervisors are granted permissions to review the applications, which are downloaded from the online system and made available in a dedicated collaboration space after they sign a 'Note on Conflict of Interest, Confidentiality, and Protection of Personal Data'.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	The Privacy Statement is published on the Cedefop webportal.