

Issued July 2026

Selection of statutory staff, trainees, interns, SNEs, NEPTs

This Privacy Statement explains how the ETF processes your personal data.

Key information

Controller

Pilvi Torsti, Director of the ETF, Pilvi.Torsti@etf.europa.eu

Process owner

Vira Medynska, Head of People and Talent Unit, Vira.Medynska@etf.europa.eu

Data Protection Officer

DataProtectionOfficer@etf.europa.eu

Purpose of the processing

To manage applications and selection procedures for statutory staff, trainees, interns, SNEs and NEPTs, including the verification of eligibility and the assessment of candidates' qualifications, competencies and professional experience for recruitment, traineeship, internship or secondment at the ETF.

Legal basis

- Staff Regulations and Condition of Employment of Other Servants of the European Union (CEOS);
- ETF Governing Board Decision ref. GB/15/DEC/009 - Implementing provisions on the procedure governing the engagement and the use of temporary staff;
- ETF Governing Board Decision ref. GB/19/DEC/010 - General provisions for implementing Article 79(2) of the CEOS of the EU, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof;
- ETF Governing Board Decision ref. GB/18/DEC/014 on middle management staff;
- ETF Governing Board Decision ref. GB/15/DEC/019 - Rules on the secondment of national experts (SNE) as regards recruitment;
- ETF Director's Decision ref. ETF-26-DEC-001– Traineeship policy;
- Declaration of intent with UNITO (13/04/2026).

Personal data

Personal data concerned are:

- Name, gender, nationality, date of birth, contact details, address and email address.
- Other voluntary information and data provided by the data subject in the CV, including potentially sensitive data.

Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- ETF recipients are: HR Selection Team, Board members, alternate Board members, Board observers and the Appointing Authority have access to applications and documents related to the selection procedures. In addition, Heads of Units may have access to applications and selection final reports for the purpose of identifying the candidate in reserve lists who has the profile that matches best ETF needs;
- External recipients are: Employer of SNEs and NEPTs; partners (including civil society organisations) involved in traineeships, curricular internships and/or external board members; external service providers responsible for assessment centres, testing platforms, remote invigilation and related evaluation services.

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Documents are retained by the ETF for 3 years calculated by the conclusion of the selection procedure or by the end of the validity (or extended validity) of reserve lists.

Tests and video recordings related to remote invigilation are retained by the external provider for a maximum period of 6 months, taking into account the possibility of a complaint under Article 90(2) of the Staff Regulations.

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the Head of People and Talent Unit:

Recruitment@etf.europa.eu

Right to withdraw consent

Not applicable

Right to lodge a complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer (DataProtectionOfficer@etf.europa.eu) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Necessity of provision of data

The provision of personal data in the context of selection is necessary in view of identifying the applicant/candidate participating to the procedure.