D.26/09/2025 C.12/09/2025

PRIVACY STATEMENT ON THE PROTECTION OF PERSONAL DATA

Skyline Traineeship Programme Webinar

EUROCONTROL protects your personal data in accordance with the EUROCONTROL Regulation on Personal Data Protection adopted by the Permanent Commission in 2024.

1. **What is Skyline Traineeship Programme Webinar? Why do we collect, store and process your data?**

The Skyline Traineeship Programme Webinar is an online information session designed to support students and recent graduates who are actively seeking a traineeship opportunity. The webinar aims to provide clear and practical insights into the programme, helping potential applicants understand what EUROCONTROL offers and how to apply.

During the 1-hour online session, the Agency representatives will:

- Present an overview of the Skyline Traineeship Programme, including its structure, benefits, and application process.
- Share details about the traineeship opportunities available each year across the Agency four sites.
- Highlight the wide range of fields in which traineeships are offered, such as:
    - Air Traffic Management & Data
    - IT & Cybersecurity
    - Communications
    - Economic and Financial Management
    - Legal and Regulatory Affairs
    - Human Resources and Administration

The Agency representatives will also be available to answer questions live, offering participants a chance to engage directly with programme representatives and gain clarity on any aspect of the traineeship.

The personal data we collect during registration and participation is used solely to manage the webinar, communicate with attendees, and improve future outreach efforts – such as to share additional information about the traineeship programme or answer any questions you may have.

2. **What data do we collect, store and process about you?**

We use personal information collected directly from individuals when they register for the Skyline Traineeship Programme Webinar. This personal data is collected solely to manage the event and ensure effective communication with participants.

We only collect the personal data that is strictly necessary for registration and follow-up. This includes:

- Contact details: Name and email address
- Nationality: While not mandatory for registration, this information is useful for statistical purposes. If provided, it will be stored in an anonymised format and used only to help us better understand the diversity of our audience.

Future mailing purposes: your e-mail address can be used for future mailing purposes, such as inform you about additional information, upcoming events or programmes etc. We will only use your personal data for this purpose if you provide us your explicit consent. Please consult section 6 on how to revoke your consent.

3. Who is your data disclosed to? Who has access to your data?

Access to your personal data is strictly limited to EUROCONTROL staff and authorised personnel working on the Skyline Traineeship Programme Webinar. This access is granted according to the "need to know" principle, ensuring that only those directly involved in organising, managing, or following up on the webinar can access personal data.

The personal data you provide is used exclusively for:

- Registration to the webinar;
- Managing communications before and after the event;
- Providing relevant follow-up information about the traineeship programme.

No personal data is shared with external parties.

4. How long is your data kept?

EUROCONTROL only retains your personal data for as long as necessary to fulfil the purpose for which it was collected, in this case, the organisation and follow-up of the Skyline Traineeship Programme Webinar.

All personal data related to the webinar will be securely deleted no later than one month after the traineeship application process closes, i.e., at the latest by 9 December 2025.

If you wish to have your data deleted earlier, you can contact us at traineeship@eurocontrol.int, and we will process your request promptly.

5. What are your rights under the EUROCONTROL Data Protection Regulation?

You have the right to access, rectify, complete and update your data: by contacting (web_helpdesk@eurocontrol.int).

You have the right to object to the use of your personal data in some circumstances. You may also delete your personal information. You have the right to request additional information about the handling of your personal data by contacting (web_helpdesk@eurocontrol.int).

6. How can you withdraw consent you have given to EUROCONTROL?

Once we receive notification that you have withdrawn your consent, we will immediately stop processing your data for the purpose(s) you originally agreed to. This means that your personal data will be excluded from any future communications related to the webinar.

7. What do we do to avoid misuse or unauthorised access to data concerning you?

In order to protect your personal data EUROCONTROL has put in place appropriate technical and organisational measures; these measures are designed to prevent unauthorized access, modification or disclosure and protect the data against accidental or unauthorized destruction.

EUROCONTROL applies industry standards and best practices in cyber security, including the Centre for Internet Security's (CIS) Critical Security Controls. These standards provide us with a comprehensive framework for establishing, implementing, and maintaining information security management systems in order to protect our networks and systems against security threats.

8. What safeguards do we apply when we transfer your data to third parties?

We will not, under any circumstances, share with or sell your personal information to any third party for marketing purposes, and you will not receive offers from other companies.

9. Who can you contact if you have questions or want to make a complaint?

For any queries related to your personal data, please contact us by email (traineeship@eurocontrol.int) which is the entity/team responsible for the processing of the personal data concerning you.

If you are not satisfied with the outcome of your request, or you believe that there has been an infringement of the Regulation, you may file a formal complaint with the Data Protection Supervisory Board. Before doing so, you must try to solve the matter with EUROCONTROL's Data Protection Officer.

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