

01/02/2023

Vacancy Notice
KDT JU TRAINEESHIP – 2023
Audit and internal control
Reference: KDT-2023-02-Trainee

Closing date for submission: 28.02.2023, 23:59 (CET, Central European Time, Brussels).

The KDT Joint Undertaking (KDT JU) operates a traineeship programme. The programme gives trainees an understanding of the KDT JU and its role within the activities of the European Union, enables them to acquire practical knowledge of the KDT JU and its regulatory framework and to obtain professional experience in the course of their work. More information at: www.kdt-ju.europa.eu

Detailed rules on traineeship are available in Annex.

The trainees will have an opportunity to:

- Put into practice knowledge acquired during their studies, particularly in their specific areas of competence;
- Acquire practical experience and knowledge of the day-to-day work of an EU organisation in an international environment;
- Work in a multicultural and multilingual environment, contributing to the development of mutual understanding, trust and tolerance;
- Experience professional life and its constraints, duties and opportunities.

Tasks

The KDT JU offers an on-the-job training opportunity, for candidates with background on audit and internal control, with the following tasks:

- Support to audit planning with relevant stakeholders, follow up of audit engagements and audit recommendations;



- Support to the risk assessment exercise;
- Support to the internal control monitoring and overall internal control activities.

Requirements:

- Possession of a university degree at the time of applying – studies on business management, economy, finances or similar;
- An excellent command of oral and written English and one or more other official Union languages;
- Very good knowledge of Microsoft tools;
- Basic knowledge of audit concepts.

Candidates should be national of a Member State of the European Economic Area (the 28 Member States of the European Union plus Iceland, Liechtenstein and Norway).

Grant:

The KDT JU offers a monthly grant of 1 252,68 € net per month and may pay a travel allowance to compensate the expenses incurred at the beginning and at the end of the traineeship from the place of residence, which is normally the address provided for correspondence. It is recommended to read carefully the detailed rules applicable.

The placements are for a period of maximum 6 months.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the grant they receive from the KDT JU by virtue of the laws in force in the State concerned. The KDT JU does not cover sickness nor accident insurance and trainees must take out such insurance prior to the start of their traineeship at the KDT JU.

How to apply:

Interested candidates should send a motivation letter in English together with their CV in Europass format and a copy of their university degree by e-mail to vacancies@kdt-ju.europa.eu at the latest by 28 February 2023, at 23.59 h.

Selection Procedure/ Selection Criteria:

Applications have to fit with requirement in the present Vacancy Notice.



After analysis of CVs and motivation letter, the more suitable candidates will be invited to an interview.

The KDT JU will constitute a reserve list of potential trainees and will offer a trainee position when a position is available.

Indicative timing:

The present call is to select trainees to take duty within the year 2023.

Deadline	28 February 2023
Contact with preselected candidates (indicative)	Mid-March 2023
Indicative start/end of traineeship	April-September 2023

The KDT JU takes care to avoid any form of discrimination in its procedures.

Independence and Declaration of Interest

Successful candidates will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to their independence. Candidates must confirm their willingness to do so in their application.

Annexes

- Annex 1 – KDT JU Privacy Statement

Annex 1 – KDT JU Privacy Statement

KEY DIGITAL TECHNOLOGIES JOINT UNDERTAKING – GENERAL PRIVACY POLICY

This privacy policy governs the processing of your personal data on the basis of the [European Regulation \(EU\) N°2018/1725 \(“EUI-GDPR”\)](#) by **Key Digital Technologies Joint Undertaking (“KDTJU”)**, set up by [Council Regulation \(EU\) 2021/2085 of 19 November 2021](#). We may process your personal data as part of your:

- use of our [website](#) or our social media channels;
- communication with us;
- registration for and participation in our events;
- subscription to our newsletter;
- use of our services.

1. WHO ARE WE?

- 1.1. Your personal data are processed on the basis of applicable data protection legislation by KDT JU, located Avenue de la Toison d’Or, 1060 Brussels, Belgium. You can contact us via e-mail at dpo@kdt-ju.europa.eu.
- 1.2. We reserve the right to change and adapt this Privacy Policy on our own initiative. In that case, those changes will be communicated to you via our website. If we have your e-mail address, we will try to communicate the changes to you through that channel.

2. WHICH OF YOUR PERSONAL DATA DO WE PROCESS?

- 2.1. When you **use our website or our social media channels**, we process:
 - Technical information regarding your visit;
 - Any other personal data you provide us with. However, we ask you not to provide us with any personal data from third parties without obtaining their valid consent.
- 2.2. When you **communicate with us** via e-mail, telephone, or social media channels, we process:
 - Identity information you provide us with, such as your first name and last name;
 - Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number;
 - Content of the communication, such as your question, idea or complaint;
 - Technical information of the communication, such as with whom you communicate at our end, and date and time of the communication;
 - Any other personal data you provide us with.



2.3. When you **register for and participate in our events**, we process:

- Identity information you provide us with, such as your first name, last name and job title;
- Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number;
- Business card details, if you provide us with your business card before, during or after the event;
- Any other personal data you provide us with.
- Photos can also be taken during our events. In principle, only photos will be taken of the crowd. However, if you pose for our photographer, we will derive your permission from this. Your photo can then be distributed via our website or other channels for the promotion of the Joint Undertaking and the event in question. If you do not wish to do so, please contact our DPO via dpo@kdt-ju.europa.eu.

2.4. When you **use our services**, we process:

- Identity information you provide us with, such as your first name and last name;
- Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number;
- Any other personal data you provide us with.

2.5. We receive most of your personal data directly from you. If we receive personal data about you from a third party, we will inform you about this or ask the third party to inform you about this.

2.6. Our website provides link to third party sites. Since we do not control them, we encourage you to review their privacy policies. Also, each social media channel has its own policy on the way they process your personal data when you access their websites. For example, if you choose to watch one of our videos on YouTube, you will be asked for explicit consent to accept YouTube cookies; if you look at our Twitter activity on Twitter, you will be asked for explicit consent to accept Twitter cookies; the same applies for LinkedIn.

3. **FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA AND WHAT IS THE LEGAL BASIS FOR THIS?**

3.1. In the table below, we explain the purposes for which we process your personal data and on the basis of which legal basis we do so. We rely on the following legal bases:

- Your consent, in which you are informed of what this consent means before you freely give your consent;
- A contract with you, in order to perform that contract or in order to take steps prior to entering into a contract with you;
- A legal obligation that we have to comply with;
- Our task carried out in the public interest, such as the performance of our dissemination activities, continuous improvements of our website, social media channels, and services



to ensure that you have the best experience possible, to keep them safe from misuse and illegal activity, to promote them and to make them available to you, which may include from time to time inviting you to participate in polls or to answer tests or enquiries.

	PURPOSE	LEGAL BASIS
1.	We process your personal data to <u>send you newsletters</u> via e-mail if you subscribe to our newsletter via our website or by attending one of our events and explicitly expressing your wish to receive our newsletter.	Your consent
2.	We process your personal data to <u>organise our event, provide you with our services or the information you request</u> via our website, e-mail, telephone, fax or social media channels. When we organise an event, we process your data, for example, in order to draw up a list of participants so that we can, in certain cases, control access to the event.	A contract with you
3.	We process your personal data: <ul style="list-style-type: none"> • to <u>comply with legal obligations</u> that we have to comply with, or • to <u>comply with any reasonable request</u> from competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including the EDPS, or • to <u>transfer your personal data</u> to the police or the judicial authorities upon our own initiative as evidence or if we have justified suspicions of an unlawful act or crime committed by you through your use of our website, our social media channels or other communication channels. 	A legal obligation
4.	We process your personal data for <u>dissemination purposes</u> , such as on paper or via social media channels, <i>i.e.</i> to provide you with information about our activities or our services, such as communications and newsletters of KDT JU and carefully selected partners. We may also process your personal data to perform statistical analyses and to evaluate our dissemination activities. If you do not want us to use your personal data in this way, please indicate this when we collect your data.	Our task carried out in the public interest, in particular Council Regulation (EU) 2021/2085 of 19 November 2021



4. TO WHOM DO WE SEND YOUR PERSONAL DATA?

- 4.1. We may share your personal data with third parties, such as the European Commission, in order to process your personal data for the purposes outlined in Article 3 above. Third parties are only allowed to process your personal data on our behalf and upon our explicit written instruction. We also warrant that all those third parties are selected with due care and are committed to observing the safety and integrity of your personal data.
- 4.2. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.
- 4.3. We do not send your personal data in an identifiable manner to any other third party than the ones mentioned in Articles 4.1 and 4.2 without your explicit consent to do so. However, we may send anonymized data to other organizations that may use those data for improving our activities or services.

5. WHERE DO WE PROCESS YOUR PERSONAL DATA?

- 5.1. In principle, we process your personal data within the European Economic Area (EEA). In order to process your personal data for the purposes outlined in Article 3 above, we may also transfer your personal data to third parties who process on our behalf outside the EEA. Each third party outside the EEA that processes your personal data will be bound to observe adequate safeguards with regard to the processing of your personal data.
- 5.2. We rely on the external service provider Mailchimp for the registration and management of subscriptions to our newsletters. This service provider is based in the US and explicitly states its compliance with a Data Protection Addendum, which is a requirement for EU-US transfers of data after the invalidation of the EU-US Privacy Shield by the Court of Justice of the European Union (Schrems II). For more information read the [Mailchimp Data Protection Addendum](#). The same applies for the use of Microsoft 365 (see the [specific privacy policy](#) for the use of Microsoft).

6. WHAT QUALITY ASSURANCES DO WE COMPLY WITH?

- 6.1. We do our utmost best to process only those personal data which are necessary to achieve the purposes listed under Article 3 above.
- 6.2. Your personal data are only processed for as long as needed to achieve the purposes listed under Article 3 above or up until such time where you withdraw your consent for processing them. We will de-identify your personal data when they are no longer necessary for the purposes outlined in Article 3 above, unless there is:
 - An overriding interest of KDT JU, or any other third party, in keeping your personal data identifiable; or
 - A legal or regulatory obligation or a judicial or administrative order that prevents us from de-identifying them.
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6.3. We will take appropriate technical and organizational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss tampering or destruction. Access by our personnel or third parties' personnel will only be on a need-to-know basis and be subject to strict confidentiality obligations. Also, access may be required by the rules and regulations to the European Commission. You understand, however, that safety and security are best efforts obligations which can never be guaranteed.

7. WHAT ARE YOUR RIGHTS?

- 7.1. You have the right to request access to all personal data processed by us pertaining to you.
- 7.2. You have the right to rectification, *i.e.* to ask that any personal data pertaining to you that are inaccurate, are corrected.
- 7.3. You have the right to withdraw your earlier given consent for processing of your personal data.
- 7.4. You have the right to erasure, *i.e.* to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined in Article 3 above or if you withdraw your consent for processing them.
- 7.5. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.
- 7.6. You have the right to object to the processing of personal data if the processing by us is necessary for the performance of a task carried out in the public interest, unless if we demonstrate compelling legitimate grounds which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.
- 7.7. You have the right to data portability, *i.e.* to receive from us in a structured, commonly-used and machine-readable format all personal data you have provided to us if the processing is based on your consent or a contract with you and the processing is carried out by automated means.
- 7.8. In light of article 25(1) of the EUI-GDPR as implemented in [KDT GB 2021.02 \(Annex 6\)](#), we may restrict some of the above rights in duly justified cases. These justified cases entail processing operations in the performance of
 - administrative inquiries;
 - disciplinary proceedings;
 - preliminary activities related to cases of potential irregularities reported to OLAF;
 - whistleblowing procedures;
 - procedures of harassment;
 - processing internal and external complaints;
 - internal audits;



- investigations carried out by the Data Protection Officer;

- security investigations; or
- within the frame of the grant management or procurement procedure, after the closing date of the submission of the calls for proposals or the application of tenders.

These situations can create the necessity of a restriction on the right to information, the right of access to your processed data, the right of rectification or the right to confidentiality. The restriction shall continue to apply as long as the reasons justifying it remain applicable.

7.9. If you wish to submit a request to exercise one or more of the rights listed above, you can contact us by sending an e-mail to dpo@kdt-ju.europa.eu. An e-mail requesting to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should meet the following conditions:

- State clearly which right you wish to exercise; and
- Your request should be accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received your request. If the request meets the conditions above and proves valid, we will honor it as soon as reasonably possible and at the latest thirty (30) days after having received your request.

If you have any complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to dpo@kdt-ju.europa.eu. If you remain unsatisfied with our response, you are free to file a complaint with the European Data Protection Supervisor (<https://edps.europa.eu>).