ELSA Traineeships

The European Law Students' Association

TERMS & CONDITIONS

for ELSA Traineeship Providers

ELSA Traineeships 2026/2027 · Version 1.0 · 23 October 2026 · accepted with the Traineeship Specification Form (clause 2.1)

In short. When a Traineeship Specification Form (TSF) is submitted for your organisation — by you in the ELSA Traineeships portal, by signing the printable TSF, or by your ELSA Group with the information you gave it — your organisation concludes this Agreement with ELSA. ELSA publishes your traineeship, verifies and assesses the applications and forwards the best-ranked ones to your account in the ELSA Traineeships portal. Your organisation alone selects its trainee(s); ELSA communicates the offer and the Hosting ELSA Group puts the trainee in contact with you. For the applications you receive, your organisation is an **independent controller** under Annex 1: use them only for this selection, keep them secure, and delete the applications of candidates you do not select, at the latest one year after the selection results. Your traineeship listing shows applicants your organisation's website or, if you give one in the TSF, the link to your privacy policy. How ELSA handles the personal data of the people acting for your organisation is explained in the **Privacy Policy for Traineeship Providers** and, for the evaluation form, the **Privacy Policy for Evaluation Form – Traineeship Providers**. This Agreement replaces the earlier "Data Processing Agreement" template, which is no longer used.

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1. Definitions and interpretation

1.1 In this Agreement the following terms have the following meaning:

(a) "**Agreement**" means these terms and conditions, including Annexes 1 and 2, and Annex 3 as an optional template;

(b) "**ELSA**" means the European Law Students' Association (ELSA International), with its registered office at 239 Boulevard Général Jacques, 1050 Ixelles, Brussels, Belgium, acting through its International Board;

(c) "**ELSA Group**" means an ELSA National Group or ELSA Local Group, being the national and local member groups of the ELSA network in accordance with the internal regulations of ELSA;

(d) "**Hosting ELSA Group**" means the ELSA Group in the country of the Traineeship that receives and supports the Trainee;

(e) "**ELSA Traineeships**" means the traineeship programme of ELSA, which allows natural persons to apply for legal work placements offered by different organisations in different countries;

(f) "**Traineeship Provider**" or "**Provider**" means the organisation, or the natural person acting in a professional capacity, that offers one or more Traineeships through ELSA Traineeships by submitting a TSF;

(g) "**Representative**" means the person who submits or signs the TSF, or gives the information for it, on behalf of the Provider, and "**Contact Person**" means the person the Provider designates in the TSF as its contact for ELSA Traineeships;

(h) "**Traineeship**" means a legal work placement, on-site or online, offered through ELSA Traineeships;

(i) "**TSF**" means the Traineeship Specification Form in which the Provider describes the Traineeship and its requirements;

(j) "**Applicant**" means a natural person who applies for a Traineeship through ELSA Traineeships, and "**Trainee**" means an Applicant who has accepted the Provider's offer;

(k) "**Matched Application**" means the application of an Applicant that ELSA forwards to the Provider, including personal details, date of birth, CV, motivation letter, proof of legal skills and any document provided under clause 4.1 of the T&C for Trainees;

(l) "**Portal**" means the ELSA Traineeships portal at https://traineeships.elsa.org, or any other address ELSA designates, and "**Provider Account**" means the account ELSA creates for the Provider in the Portal;

(m) "**Cycle**" means an application round of ELSA Traineeships as set out in the ELSA Traineeships calendar published by ELSA;

(n) "**Evaluation Criteria**" means the criteria for the assessment of applications published on the Portal for the Cycle;

(o) "**ELSA Privacy Policies**" means the Privacy Policy for Traineeship Providers, the Privacy Policy for Evaluation Form – Traineeship Providers, the Privacy Policy for Trainees and the Privacy Policy for Evaluation Forms – Trainees, published on the Portal;

(p) "**GDPR**" means Regulation (EU) 2016/679; "**personal data**", "**processing**", "**controller**", "**processor**", "**data subject**" and "**personal data breach**" have the meaning given to them in the GDPR.

1.2 Headings are for ease of reference only. The singular includes the plural and vice versa. A reference to a statute or regulation is to it as amended or re-enacted.

2. Formation and scope

2.1 This Agreement is concluded between ELSA and the Provider when a TSF for the Provider is submitted, whichever way this happens: by the Provider through the Portal, by the Provider signing the printable TSF, or by an ELSA Group on the basis of the information the Provider gave it for the TSF. ELSA makes this Agreement available to the Provider with the TSF, and in each case the Provider accepts it; the Representative confirms that they are authorised to do so on behalf of the Provider. Where ELSA did not make this Agreement available before the TSF was submitted, the Agreement is concluded at the latest when the Provider, after ELSA has made it available, uses its Provider Account.

2.2 Annex 1 (Controller-to-Controller Data Sharing Terms) and Annex 2 (Quality Standards for online ELSA Traineeships) form an integral part of this Agreement. Annex 3 is an optional template that the Provider may use.

2.3 This Agreement applies to the Cycle for which the TSF is submitted. It replaces the Terms and Conditions for ELSA Traineeship Providers (TSF Agreement 2023/2024) and the "Data Processing Agreement between Traineeship Provider and the European Law Students' Association". Where a Provider has signed that Data Processing Agreement, it is replaced by Annex 1 for all processing from the date this Agreement is concluded. The Provider does not process personal data on behalf of ELSA, and ELSA does not process personal data on behalf of the Provider.

3. The ELSA Traineeships process

3.1 **Job Hunting.** The TSF is reviewed by the ELSA Local Group and the ELSA National Group in the Provider's country, where they exist, and by ELSA International. Each of them may ask the Provider to complete or clarify the TSF. ELSA International decides whether to approve the Traineeship for publication, and may correct obvious formal errors in the TSF; any other change is made only in agreement with the Provider.

3.2 **Publication.** From the date on which applications open, ELSA publishes the approved Traineeship, with the name and description of the Provider and the details of the Traineeship, on the Portal and on ELSA's social media. ELSA does not publish the name or contact details of the Contact Person or the Representative.

3.3 **Verification and matching.** Applications are verified by the Applicant's ELSA Groups and by ELSA International, and assessed by the ELSA International Traineeships Team against ELSA's own Evaluation Criteria. ELSA decides which applications it forwards to the Provider as Matched Applications. ELSA aims to forward several candidates for each place, but does not guarantee the number or the suitability of the Matched Applications.

3.4 **Selection.** The Provider reviews the Matched Applications in its Provider Account, may interview the Applicants, records its assessment (approve, neutral or reject) and submits its selection and ranking through the Portal before the deadline ELSA communicates. The selection is the Provider's own decision. The Provider shall base it on the requirements stated in the TSF and on objective criteria, and shall comply with the equal-treatment and non-discrimination law applicable to it.

3.5 **Offer.** ELSA communicates the Provider's offer to the selected Applicant(s). The Applicant may accept within seven (7) days. ELSA informs the Provider of the acceptance, and the Hosting ELSA Group puts the Trainee in contact with the Provider. Where a selected Applicant declines, ELSA may offer the Traineeship to the next Applicant in the Provider's ranking.

3.6 The Provider shall not make a Traineeship offer to an Applicant for the same vacancy outside the process in this clause 3 during the Cycle.

4. Obligations of the Traineeship Provider

4.1 The Provider shall:

(a) provide accurate, complete and up-to-date information in the TSF and inform ELSA without delay of any change, including the withdrawal or postponement of the Traineeship;

(b) respect the deadlines of the Cycle communicated by ELSA;

(c) before the Traineeship starts, conclude a written agreement with the Trainee that sets out at least the tasks and function of the Trainee, the duration and working hours, the amount and method of payment of any remuneration, a non-disclosure clause and the Provider's own information on how it processes the Trainee's personal data;

(d) provide the Trainee with the supervision, tasks and conditions stated in the TSF, and comply with the employment, social security, immigration and other law applicable to the Traineeship;

(e) for online Traineeships, comply with the Quality Standards in Annex 2;

(f) not charge the Trainee any fee for the Traineeship;

(g) inform the Hosting ELSA Group and/or ELSA International without delay of any serious incident concerning the Trainee, and of any early termination of the Traineeship;

(h) complete the Evaluation Form for Traineeship Providers after the Traineeship, where ELSA asks for it.

5. Obligations of ELSA

5.1 ELSA shall:

(a) review the TSF and publish the approved Traineeship as set out in clause 3;

(b) verify and assess applications and forward Matched Applications in accordance with clause 3.3;

(c)create the Provider Account and give the Provider access to the Matched Applications;

(d)communicate the Provider's offers to the selected Applicants and inform the Provider of their response;

(e)through the Hosting ELSA Group, support the reception of the Trainee;

(f)inform Applicants of the matters set out in clause 6 of Annex 1, including, in the traineeship listing, the link to the Provider's privacy policy or website;

(g)process personal data in accordance with the GDPR and the ELSA Privacy Policies.

6. The Portal and the Provider Account

6.1 The Provider shall keep the login details of the Provider Account confidential, give access to it only to persons who take part in the selection on its behalf, not share login details between persons where the Portal allows separate access, and inform ELSA without delay of any suspected unauthorised access.

6.2 The Portal is built and hosted on Base44, an AI app-building platform operated by Wix.com Ltd., which stores the Portal's data on servers in the United States under its own standard terms. ELSA takes reasonable care to keep the Portal available and secure, but does not guarantee uninterrupted or error-free availability. ELSA may suspend a Provider Account to protect the security of the Portal or of personal data.

7. Data protection

7.1ELSA processes the personal data of the Contact Person, the Representative and other persons acting for the Provider, and of supervisors named by Trainees, as described in the Privacy Policy for Traineeship Providers and the Privacy Policy for Evaluation Form – Traineeship Providers. The Provider shall make those policies available to the persons whose details it gives to ELSA, and to the supervisors or mentors it assigns to a Trainee.

7.2 The personal data of Applicants and Trainees that ELSA shares with the Provider, and the personal data the Provider shares with ELSA about them, are governed by Annex 1. ELSA and the Provider each act as an independent controller for their own processing.

8. Promotion, names and logos

8.1 The Provider grants ELSA a non-exclusive, royalty-free right to use its name, logo and the content of the TSF to publish and promote the Traineeship during the Cycle for which the TSF is submitted, and to name the Provider as a Traineeship Provider of that Cycle in reports and materials about that Cycle, including those published after it ends. ELSA does not promote the Provider for a Cycle for which it has not submitted a TSF. The Provider may end this right for the future by written notice to ELSA.

8.2 Testimonials and pictures of persons acting for the Provider are published only with the consent of the person concerned, given through ELSA's consent form.

9. Confidentiality

9.1 The Provider shall keep the Matched Applications and any non-public information about Applicants confidential and shall not disclose them to third parties, except as permitted by Annex 1.

10. Liability and indemnity

10.1ELSA facilitates contact between Applicants and the Provider. ELSA is not the employer of the Trainee and is not responsible for the Trainee's conduct or performance, or for the Provider's selection.

10.2 Each Party is responsible for its own processing of personal data. The Provider shall indemnify ELSA against claims of third parties, administrative fines and damages imposed on ELSA, and reasonable costs of defence, to the extent they result from the Provider's breach of Annex 1 or of the data protection law applicable to the Provider. ELSA shall indemnify the Provider on the same terms to the extent they result from ELSA's breach of Annex 1 or of the GDPR.

10.3 Apart from clause 10.2, each Party is liable only for direct damage caused by its intentional misconduct or gross negligence.

10.4 Nothing in this Agreement limits or excludes any liability that cannot be limited or excluded under applicable law, or the rights of data subjects under Article 82 GDPR.

11. Withdrawal and termination

11.1 The Provider may withdraw a Traineeship by written notice to ELSA. After Matched Applications have been forwarded, the Provider shall do so only for serious reasons, and after an offer has been accepted, it shall agree any withdrawal with the Trainee and inform ELSA and the Hosting ELSA Group immediately.

11.2 ELSA may refuse to publish, or remove, a Traineeship and may terminate this Agreement with immediate effect by written notice where the Provider provides untrue information, seriously breaches this Agreement or the Quality Standards, or acts in a way that may harm Applicants, Trainees or the reputation of ELSA.

11.3 Annex 1 and clauses 9, 10 and 13 continue to apply after this Agreement ends, for as long as the Provider holds personal data received through ELSA Traineeships.

12. Changes to this Agreement

12.1 ELSA may amend this Agreement for future Cycles by publishing a new version on the Portal. An amendment applies to a running Cycle only where it is required by law or does not adversely affect the Provider, and ELSA informs the Provider at least fourteen (14) days before it takes effect; the Provider may then withdraw the Traineeship without consequences.

13. Governing law and jurisdiction

13.1 This Agreement is governed by the laws of Belgium. Any dispute arising out of or in connection with it that the Parties cannot resolve amicably is submitted to the exclusive jurisdiction of the courts of Brussels. Clause 12 of Annex 1 governs the standard contractual clauses.

14. Final provisions

14.1 This Agreement is the entire agreement between the Parties on its subject matter. If any provision is held invalid or unenforceable, the remaining provisions remain in force and the provision concerned is replaced by a valid provision that comes closest to its purpose.

14.2 In case of conflict, Annex 1 prevails over the other provisions of this Agreement as regards personal data, and the standard contractual clauses incorporated by clause 12 of Annex 1 prevail over any other provision of this Agreement.

14.3 This Agreement is written in English; the English version prevails over any translation. Notices to ELSA are sent to professionaldevelopment@elsa.org, and notices on personal data to secgen@elsa.org, with a copy to professionaldevelopment@elsa.org or dataprotection@elsa.org. Notices to the Provider are sent to the Contact Person's e-mail address stated in the TSF.

Annex 1 – Controller-to-Controller Data Sharing Terms

This Annex sets out how ELSA and the Provider handle the personal data they share in ELSA Traineeships. It replaces the "Data Processing Agreement between Traineeship Provider and the European Law Students' Association" and its Annexes.

1.Scope. This Annex applies to personal data shared:

(a)by ELSA with the Provider: the Matched Applications; the outcome of offers; and the contact details of the ELSA officers and Hosting ELSA Group involved;

(b)by the Provider with ELSA: its assessment (approve, neutral or reject), selection and ranking of Applicants and any comments entered in the Portal; information about the Trainee and the Traineeship; and the Provider's assessment of the Trainee in the Evaluation Form for Traineeship Providers.

2.Roles. Each Party is a separate and independent controller for its own processing. ELSA is the controller for the collection of applications through the Portal, their verification, assessment and matching, and their disclosure to the Provider. The Provider is the controller for the processing of the Matched Applications from the moment it receives them, including its review, interviews, selection and, where an offer is accepted, the Traineeship. The Parties do not jointly determine the purposes and means of any processing and are not joint controllers within the meaning of Article 26 GDPR; neither Party processes personal data on behalf of the other within the meaning of Article 28 GDPR, and neither gives the other instructions.

3.Lawful basis and compliance. Each Party warrants that it has its own lawful basis for its processing and complies with the data protection law applicable to it. A Provider that is not subject to the GDPR shall nonetheless apply the protections in this Annex.

4.Purpose limitation. The Provider shall use the Matched Applications only to assess the Applicants for the Traineeship they applied for, to contact them for that purpose, to decide on an offer and, for the Trainee, to prepare and carry out the Traineeship. The Provider shall not:

(a)add Matched Applications to a general recruitment database or talent pool, unless the Applicant has given the Provider their prior consent directly;

(b)use them for marketing, profiling or any purpose unrelated to the Traineeship;

(c)sell them or disclose them to third parties, other than to its own processors bound by Article 28 GDPR or equivalent terms, or where it is required by law.

5.Data minimisation. ELSA shares only the information the Applicant included in the application. During the selection, the Provider shall not ask Applicants for information about their health or other special categories of personal data, identity-document numbers or bank details, unless the law applicable to the Provider requires it for the recruitment, and in that case only after an offer has been accepted.

6.Transparency. ELSA informs Applicants, in the Privacy Policy for Trainees, the T&C for Trainees and the traineeship listing on the Portal, of the name and country of the Provider, that their application is shared with it, that the Provider acts as an independent controller, that it may use the application only for the selection, and that it deletes the applications of candidates it does not select at the latest one year after the selection results. In the traineeship listing ELSA shows the link to the Provider's privacy policy where the Provider gives one in the TSF, and otherwise the website of the Provider as given in the TSF. This information is intended to cover the Provider's duty to inform Applicants under Article 14 GDPR as far as Article 14(5)(a) GDPR allows. Where the listing shows neither, the Provider includes a link to its privacy information, or a contact address for data protection questions, in its first message to an Applicant, for example the invitation to an interview. The Provider remains responsible for any further information the law applicable to it requires and may use the optional template in Annex 3 for that purpose. The Provider shall also include its privacy information in its written agreement with the Trainee.

7.Security. Each Party shall implement appropriate technical and organisational measures under Article 32 GDPR. In particular, the Provider shall:

(a)give access to the Provider Account and the Matched Applications only to persons who take part in the selection and are bound by confidentiality;

(b) download Matched Applications only where needed for the selection, and store any downloaded copy only in its organisation's secured systems, not on private devices or private accounts;

(c) not forward Matched Applications by e-mail or otherwise beyond the persons referred to in point (a).

8. **Retention and deletion.** The Provider shall delete the Matched Applications of Applicants it does not select, including downloaded copies and interview notes, as soon as they are no longer needed for the selection and at the latest one (1) year after ELSA has communicated the selection results of the Cycle, unless the law applicable to the Provider requires longer retention or retention is strictly necessary to establish, exercise or defend a legal claim, in which case the data is kept only for that purpose and for as long as needed. The Provider keeps the personal data of its Trainee in accordance with its own retention rules and the law applicable to it as host of the Traineeship. ELSA keeps the personal data it processes as set out in its privacy policies.

9. **Confirmation.** By submitting a TSF for a new Cycle, the Provider confirms that it has kept the Matched Applications of earlier Cycles secure under clause 7 and deleted them as required by clause 8. No separate statement is needed. Only where ELSA has concrete reasons to doubt this may it ask the Provider for a short written confirmation. This replaces any right of ELSA to audit the Provider.

10. **Requests of data subjects.** Each Party answers requests to exercise data subject rights that concern its own processing. A Party that receives a request concerning the other Party's processing forwards it to that Party within five (5) working days and informs the data subject that it has done so. The Parties cooperate reasonably where a request concerns both. ELSA's contact point is secgen@elsa.org, with a copy to professionaldevelopment@elsa.org or dataprotection@elsa.org; the Provider's contact point is its Contact Person or, where it has one, its data protection officer.

11. **Personal data breaches.** Each Party is responsible for any notification to a supervisory authority and to data subjects that the law applicable to it requires for a breach in its own processing. The Provider shall inform ELSA without undue delay, and where feasible within forty-eight (48) hours of becoming aware of it, of any personal data breach affecting Matched Applications, with the information available on its nature, the data and persons concerned, and the measures taken. ELSA shall inform the Provider without undue delay of any personal data breach in the Portal that affects the Provider Account or the Matched Applications. The Parties cooperate reasonably to limit the consequences.

12. **International transfers.** Where the Provider is located in a third country that is not covered by an adequacy decision of the European Commission, the transfer of Matched Applications and other personal data from ELSA to the Provider is governed by the standard contractual clauses adopted by Commission Implementing Decision (EU) 2021/914 of 4 June 2021, Module One (controller to controller), which the Parties incorporate in this Agreement by reference, with ELSA as data exporter and the Provider as data importer, and with the following choices:

(a) Clause 7 (docking clause) applies;

(b) the option in Clause 11(a) (independent dispute resolution body) does not apply;

(c) for Clause 13, the competent supervisory authority is the Belgian Data Protection Authority (Autorité de protection des données / Gegevensbeschermingsautoriteit);

(d) for Clause 17, the clauses are governed by the law of Belgium;

(e) for Clause 18, disputes are resolved by the courts of Brussels, Belgium;

(f) Annex I.A (list of parties) is completed with the details of ELSA and of the Provider stated in the TSF; Annex I.B (description of the transfer) is the Schedule to this Annex; Annex I.C (competent supervisory authority) is completed as in point (c); Annex II (technical and organisational measures) consists of clause 7 of this Annex and the Provider's own measures under Article 32 GDPR.

13. The Provider shall make onward transfers of Matched Applications only in accordance with Clause 8.7 of those standard contractual clauses. The Provider confirms that, when accepting this Agreement, it has no reason to believe that the laws and practices applicable to it prevent it from fulfilling its obligations under them (Clause 14), and shall inform ELSA without delay if this changes.

14. **Duration.** This Annex applies for as long as either Party holds personal data received from the other through ELSA Traineeships.

Schedule to Annex 1 – Description of the data shared (also Annex I.B to the standard contractual clauses)

Item	From ELSA to the Provider	From the Provider to ELSA
Data subjects	Applicants whose applications are matched to the Provider's Traineeship; the Trainee	Applicants and the Trainee; the Contact Person and other persons acting for the Provider
Categories of personal data	Identification and contact details; ELSA membership; date of birth; education, CV, language and legal skills and proof of them; motivation letters; any document provided under clause 4.1 of the T&C for Trainees; outcome of the offer	Assessment, selection and ranking of Applicants and comments; details of the Traineeship; the Provider's assessment of the Trainee (satisfaction with performance; professionalism, motivation and engagement)
Special categories	None intended. Applicants are asked not to include them (T&C for Trainees, clause 3.5)	None
Purposes of the receiving Party	Provider: selection for the Traineeship and, for the Trainee, the Traineeship (clause 4)	ELSA: communicating offers, supporting the Trainee, certificates, monitoring the quality of placements and improving ELSA Traineeships
Frequency	Once per Cycle per Traineeship, through the Provider Account	During and after the Cycle
Retention by the receiving Party	Non-selected Applicants: clause 8 (at the latest one year after the selection results). Trainee: the Provider's own rules	As set out in ELSA's privacy policies
Transfer mechanism	Standard contractual clauses, Module One (clause 12), where the Provider is in a non-adequate third country	Not applicable (transfer into the EU)

Annex 2 – Quality Standards for online ELSA Traineeships

This Annex regulates the quality standards of online ELSA Traineeships, i.e. remote vacancies promoted through ELSA at the service of the Provider.

1. Supervision of the online ELSA Traineeship

(a) The vacancy shall be supervised by a specific mentor assigned by the Provider.

(b) The Trainee shall receive tasks, regular feedback and mentoring for the whole duration of the vacancy from the Provider and/or the mentor.

(c) The Trainee shall be included in the work and integrated into the team of the Provider as far as possible.

2. Duration of the online ELSA Traineeship

(a) The Provider may determine the general work schedule of the Trainee for the duration of the vacancy, including the start date and duration of the vacancy and the duration of the workdays.

(b) The Provider may determine whether the vacancy is full-time, part-time or project-specific.

3. Obligations of the Traineeship Provider

3.1 The Provider shall provide the Trainee with remuneration meeting the requirements of the applicable legislation, unless the Provider does not generally provide remuneration to its employees performing a comparable function as the Trainee, or providing remuneration is prohibited under the applicable legislation.

3.2 Before the start date for the promotion of ELSA Traineeships as communicated by ELSA, the Provider shall:

(a) communicate to ELSA, by submitting the TSF or otherwise in writing, all the necessary details of the vacancy, including at least a description of the tasks of the Trainee, the method of supervision, the remuneration provided and the duration of the vacancy;

(b) assign a mentor from the Provider's organisation for the Trainee.

3.3 After ELSA communicates the selection results to the Applicants but before the Trainee candidate has accepted the Provider's offer, the Provider shall promptly provide information about the vacancy to the Trainee directly, if necessary.

3.4 Before the start date of the Traineeship, the Provider shall conclude a written agreement with the Trainee, including at least:

(a) the tasks and function of the Trainee;

(b) the duration of the vacancy and the work hours of the Trainee;

(c) the amount of and the method of providing remuneration;

(d) a non-disclosure clause;

(e) the Provider's information on how it processes the Trainee's personal data.

Annex 3 – Optional template privacy notice for applicants (Article 14 GDPR)

This Annex is optional. ELSA already informs Applicants about the Provider's role and shows the Provider's privacy policy link or website in the traineeship listing (Annex 1, clause 6). Where the listing shows neither, one line in the Provider's first message to an Applicant, for example the invitation to an interview, is enough:

> "[Name of the organisation] handles your application for this ELSA Traineeship as controller. How we do this, and how to exercise your rights: [link to our privacy policy] or [e-mail address]."

A Provider that wants to give, or under the law applicable to it must give, a complete notice may use the template below, completed with its own details. The Provider remains responsible for the content of its notice and should adapt it to its own practice and law. Text in square brackets is to be completed by the Provider.

> **How [name of the organisation] handles your application for an ELSA Traineeship**
>
> You applied for the traineeship [title / code of the traineeship] through ELSA Traineeships. The European Law Students' Association (ELSA International) forwarded your application to us through the ELSA Traineeships portal. From that moment, **[name of the organisation], [address], [e-mail]**, is the controller of your personal data for the selection described below. [Our data protection officer can be reached at: [contact] — if applicable.]
>
> **What data we have:** the information in your application — your identification and contact details, ELSA membership, date of birth, education, CV, language and legal skills and proof of them, and motivation letter — and the notes of any interview we hold with you.
>
> **Why and on what basis:** to assess your application for this traineeship, contact you for an interview and decide whether to offer you the traineeship. We do this [to take steps at your request before entering into a traineeship agreement (Article 6(1)(b) GDPR) / on the basis of our legitimate interest in selecting a suitable trainee (Article 6(1)(f) GDPR)]. If you are selected and accept, we will process your data for the traineeship under the agreement we conclude with you.
>
> **Who sees it:** only the people in our organisation involved in the selection, and our IT service providers. We inform ELSA of our selection, so that ELSA can communicate the outcome to you. We do not add your application to a general recruitment database without your consent.
>
> **[Transfers:** we are located in [country], outside the European Economic Area. ELSA transferred your application to us under the European Commission's standard contractual clauses (Module One), a copy of which you can request from us or from ELSA.] — if applicable.
>
> **How long:** if you are not selected, we delete your application within [period — at the latest one year after ELSA communicated the selection results], unless we must keep it longer by law or to defend a legal claim.
>
> **Your rights:** you can ask us for access to, rectification or erasure of your data, restriction of processing, [data portability — where we rely on Article 6(1)(b) GDPR,] [and, where we rely on legitimate interest, object to the processing], by contacting [e-mail]. You can also lodge a complaint with the data protection supervisory authority in [country] or in your country of residence.

How ELSA itself processes your data is explained in ELSA's Privacy Policy for Trainees on the ELSA Traineeships portal.

- Tip for Providers: add the one-line text or the notice to your interview invitation, or send it to all Applicants at once when you open the Matched Applications.