

Contract

This form is considered to be a formal contract and commitment between ELSA and the company/organisation stated on this form. Changes that are made after signing the contract have to be done in writing and confirmed by both parties.

Taking a trainee through STEP, the Student Trainee Exchange Programme of ELSA,

the company/organisation commits:

- to have completed this form correctly
- to provide ELSA with the logo of the company/organisation that can be used by ELSA on its website while promoting the traineeship
- to process the personal data from the applications only in accordance with instructions from ELSA as set in ELSA's [Privacy Policy](#) and in accordance with the applicable data protection laws; not otherwise modify the content of the personal data or disclose or permit the disclosure of any of the personal data to any third party unless specifically authorised to do so by ELSA or the data subject; ensure that its agents, sub-contractors and employees implement appropriate measures to protect personal data against unauthorised or unlawful processing and against its loss, destruction, damage, alteration or disclosure
- to provide a traineeship under the conditions stated in this form
- to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic
- to select the above-mentioned number of applicants provided by ELSA as long as these applicants fulfil the requested requirements set in this form and reach the expected demands and expectations of the company/organisation.
- to submit the ranking of the selected applicants to ELSA through the online interface, within **three weeks** after receiving the notice and applications from ELSA
- to pay the trainee the compensation stated in this form
- to integrate the trainee at best in the company/organisation
- to provide the trainee with adequate conditions where the traineeship is going to take place, in accordance with the applicable national laws
- to complete the online Evaluation Form.

The traineeship can only be cancelled due to a valid reason. As a valid reason is considered

- a. meanwhile insolvency of the company/organisation,
- b. no suitable applicants
- c. or similar.

In case the company/organisation cancels the traineeship without any valid reason, the company/organisation covers possible damages (i.e. booked accommodation, travel tickets etc.).

ELSA commits

- to promote the traineeship within the ELSA Network
- to search for the most qualified applicants amongst the applicants that applied for this traineeship
- to conduct pre-selection of the applicants