

DATA PROTECTION DECLARATION

The provisions of Regulation (EU) 2018/1725 apply to the processing of personal data by the European Parliament.

1) Data and recipients

Under Articles 15 and 16 of the aforementioned regulation, the European Parliament must inform data subjects of the following:

- The European Parliament is acting as the controller and the entity responsible for the processing is the Trainee Outreach and Recruitment Unit, represented by Mr Pasquale CIUFFREDA.

You can contact the controller/entity at PERS-Schuman-Trainees@ep.europa.eu

- The purpose of the data processing is the selection and recruitment of trainees, the administrative management of the traineeship as well as the end of the traineeship.
- The categories of data processed for these purposes are:
 - ✓ data being used to evaluate personal aspects of the data subject (ability, efficiency, reliability or conduct);
 - ✓ data relating to suspected offences, offences, criminal convictions or security measures;
 - ✓ data in the form of personal identification numbers;
 - ✓ data concerning recruitments and contracts;
 - ✓ data concerning the family and career;
 - ✓ data concerning pay, allowances and bank accounts;
 - ✓ data concerning telephone numbers and communications;
 - ✓ data concerning health (for the trainees requesting reasonable accommodation arrangements).
- The recipients of the data, inside the EP, are:
 - ✓ the Human Resources Units of the various Directorates-General;
 - ✓ the Units of assignment of the trainees;
 - ✓ the Prevention and Well-being at Work Unit;
 - ✓ the Financial Resources Unit;
 - ✓ the Missions Unit;

- ✓ the IT Units of the various Directorates-General;
- ✓ the User Support Unit of DG ITEC;
- ✓ the Accreditation Centre;
- ✓ the Accounting and Treasury Unit;
- ✓ the Staff Recruitment Unit;
- ✓ the Talent Selection Unit;
- ✓ the Learning and Development Unit;
- ✓ the Internal Audit Unit;
- ✓ the Legal Service.

For trainees requesting reasonable accommodation:

- ✓ the Advisory Committee on Reasonable Accommodation;
- ✓ the European Parliament Medical Service.

Where applicable, the other recipients of the data, inside the EU, are:

- ✓ the Court of Auditors;
- ✓ the OLAF;
- ✓ the European Ombudsman;
- ✓ the other European institutions: the trainees' contact details may be passed on to other European institutions when lists of candidates are shared.

The outside recipients, inside the EU, of the data are:

- ✓ the accident insurance and health insurance companies with regard to the trainees' contact details;
- ✓ In case of trainees coming from third countries, personal data is transferred to the national administration office responsible for issuing residence or work permit for the trainee.

2) Rights of data subjects

Data subjects may exercise their rights to access, rectification or erasure by sending a request to the controller by email to: PERS-Schuman-Trainees@ep.europa.eu

The data relating to the admissibility criteria may not be rectified after the closing date for submitting applications.

Moreover, applicants for traineeships who request reasonable accommodation arrangements may be asked by the Medical Service to provide additional documents on the basis of which their degree of disability can be assessed. These documents are in addition to the specific form used to request reasonable accommodation arrangements and the medical certificate provided by the applicant's doctor describing the disability, which must be forwarded to the Medical Service.

3) Legal basis

The legal basis for this data processing are the Internal Rules governing traineeships in the Secretariat of the European Parliament and the REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, namely articles 5.1.a and 5.1.d concerning the lawfulness of processing, and article 10.2.b concerning the processing of special categories of data.

4) Storage time

The time limits for storing the data information are the following:

- ✓ 2 years for applications as of the date of the last access to the profile by the candidate in the online selection platform;
- ✓ 2 years for applications as from the end of the selection procedure of the candidate concerned (for traineeships until 31/12/2018);
- ✓ 2 years for paper and electronic correspondence;
- ✓ 5 years after the discharge for data related to financial matters;
- ✓ 10 years for the traineeship agreement as from the end of the selection;
- ✓ 10 years for traineeship certificates and the relevant information stored in Access (for traineeships until 31/12/2018);
- ✓ 10 years for all information stored in the HRM portal (Streamline).

Data subjects may at any time lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu) and seek information from the European Parliament's Data Protection Officer (data-protection@ep.europa.eu).