

## DECLARATION CONCERNING DATA PROTECTION

The provisions of Regulation (EC) No 45/2001 apply to the processing of personal data by the European Parliament.

Under Articles 11 and 12 of that regulation, the European Parliament must inform data subjects of the following:

- The controller is the European Parliament  
  
Directorate-General for Personnel  
Directorate A - Human Resources Development  
Recruitment and Transfers Unit  
Person responsible:  
Mr Pierre-Antoine BARTHELEMY  
E-mail: [AssistantsMEP.recruit@ep.europa.eu](mailto:AssistantsMEP.recruit@ep.europa.eu)
- The purpose of the processing is the management of the recruitment and, where applicable, dismissal of accredited parliamentary assistants.
- The categories of data processed are:
  - ✓ administrative data used to identify candidates;
  - ✓ data required for recruitment;
  - ✓ data required for dismissal, where applicable (reasons and decision).

Please note that documents requested for recruitment purposes will be collected via the PEOPLE application and stored in that application for a period of six months.

Administrative data will be kept until the end of the current parliamentary term.

- The recipients of the data are:
  - ✓ the relevant MEP
  - ✓ the Individual Entitlements and Payroll Unit
  - ✓ the Financial Resources Management and Controls Unit
  - ✓ the Unit for Relations with Personnel
  - ✓ the Information Technology and IT Support Unit (DG PERS)
  - ✓ the Parliamentary Assistance and Members' General Expenditure Unit (DG FINS)
  - ✓ the Directorate for Proximity and Assistance, Security and Safety

Where applicable:

- ✓ the Legal Service, the Internal Audit Unit, the Court of Auditors, OLAF, the European Ombudsman
- Data subjects may exercise their rights of access and rectification by sending a request to the controller by e-mail or by using the form available here: [http://www.europarl.ep.ec/services/data\\_protect/Autres/Formulaire\\_exercice\\_droits\\_EN.doc](http://www.europarl.ep.ec/services/data_protect/Autres/Formulaire_exercice_droits_EN.doc)
- The legal basis for this procedure is Title VII of the Conditions of Employment of other servants.
- The data retention periods are as follows:
  - ✓ the recruitment file will be kept until the end of the parliamentary term following recruitment.
- Data subjects may submit a complaint at any time to Parliament's Data Protection Officer [data-protection@europarl.europa.eu](mailto:data-protection@europarl.europa.eu) and/or the European Data Protection Supervisor [edps@edps.europa.eu](mailto:edps@edps.europa.eu).