

## PRIVACY STATEMENT

Regulation (EC) n°45/2001 (herein after "the Regulation") applies to the processing of personal data carried out by the European Parliament.

Further to Article 11 and Article 12 of this Regulation, the European Parliament provides the data subjects with the following information:

- The controller is the European Parliament  
Directorate General for Personnel  
Contract Staff and Accredited Parliamentary Assistants Recruitment Unit  
Person designated as being responsible for the processing operations: Mr Pierre-Antoine Barthélémy  
Email: [Stages@ep.europa.eu](mailto:Stages@ep.europa.eu)
- Purpose of the processing is the selection and recruitment of trainees with a disability.
- The categories of data collected and used for the processing operations are:
  - administrative data (contact details)
  - academic and professional data (diplomas and CV)
  - evaluation data
  - health data
- ✓ The recipients of the administrative (contact details), academic and professional data (diplomas and CV) and evaluation data are:
  - Equality and Diversity Unit, Committee for Reasonable Accommodation, Accreditation Unit
- ✓ The recipients of details for insurance (name, birthdate, application number) are:
  - Accident and health insurance companies
- ✓ The recipients of the health data are:
  - European Parliament Medical Service
- Data subjects have the right of access and the right to rectify the data concerning them by contacting the person designated as being responsible for the processing operations. The right of rectification can only apply to factual data processed as part of the selection procedure.  
In addition, data subjects may, after request by the European Parliament Medical Service of a proof of disability and a diagnosis, and within the communicated due date, send any additional medical documents that are likely to help the Medical Service to assess their disability.
- The legal basis of the processing operations at stake are Article 5 of the Regulation, the Internal Rules governing traineeships in the European Parliament and the UN Convention on the Rights of Persons with Disabilities.
- The time limits for storing the data are the following:

- 2 years for the recruitment file (including health data)
  - budget discharge + 5 years for data related to financial matters
  - 50 years for personal data necessary to issue traineeship certificates
  - anonymized data will be further processed for statistical purposes
- Data subjects have the right to have recourse at any time to the DPO [data-protection@ep.europa.eu](mailto:data-protection@ep.europa.eu) and to the [EDPS edps@edps.europa.eu](mailto:EDPS edps@edps.europa.eu).