

PRIVACY STATEMENT

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:
Pierre-Antoine Barthélémy
Email: Stages@ep.europa.eu
- The purpose of the data processing is the selection and recruitment of trainees.
- The categories of data processed are:
 - ✓ administrative data used to identify candidates;
 - ✓ academic and professional data (CVs and diplomas);
 - ✓ data required for evaluation.
- The recipients of the data are:
 - ✓ relevant staff within the units that recruit trainees;
 - ✓ the resources units of the various DGs;
 - ✓ the Individual Entitlements and Payroll Unit;
 - ✓ the Financial Resources Management and Controls Unit;
 - ✓ the Directorate for Proximity and Assistance, Security and Safety.

When applicable:

- ✓ the Internal Audit Unit, the Court of Auditors, OLAF, the European Ombudsman.

Trainees' contact details may be passed on to other European institutions when lists of candidates are shared.

Within the European Union, trainees' contact details are passed on to the Vanbreda International insurance company.

- Data subjects may exercise their rights of access and rectification by sending a request to the controller by email or by using the form available here:
http://www.europarl.ep.ec/services/data_protect/Autres/Formulaire_exercice_droits_EN.doc

The right of rectification only applies to factual data processed as part of the selection procedure.

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

- The legal basis for this data processing are the internal rules governing traineeships and study visits in the Secretariat of the European Parliament.
- The data retention periods are as follows:
 - ✓ application forms, correspondence between trainees and the various DGs, and traineeship reports are kept for three years;
 - ✓ traineeship agreements are kept for five years.
- Data subjects have the right of recourse at any time to the European Parliament's Data Protection Officer (data-protection@ep.europa.eu) and/or the European Data Protection Supervisor (edps@edps.europa.eu).