

EP Library LibGuides - Data Protection Notice

Articles 15 and 16 of Regulation (EU) 2018/1725 of the European Parliament and the Council of 23 October 2018 apply to the processing of personal data carried out by the European Parliament.

1. Who processes your personal data?

- The European Parliament is acting as the controller¹ and the entity responsible for the processing is the Directorate for the Library and Knowledge Services (Directorate C), DG EPRS, represented by the Director. You can contact the controller/entity at library@europarl.europa.eu.
- SpringShare, acting as a controller, also processes your personal data when you use the EP Library LibGuides site for their own purposes over which the EP has no control. SpringShare has its own policy that explains how they process your personal data when you access the site. We encourage you to read their privacy policy (available here: <https://springshare.com/privacy.html>) to learn more about the way they process your data.

2. What is the purpose of the processing of your personal data?

Your personal data will be processed:

- (1) For EP Library staff: In order to be able to perform LibGuides content management tasks and other tasks related to the EP Library LibGuides platform, an account is created for you in order for you to be able to access the back office and perform the tasks.
- (2) For visitors to the publicly available EP Library LibGuides site, SpringShare have their own purposes for processing personal data as laid out in to the SpringShare Privacy Policy, for which the EP has no control.

3. What is the legal basis for the processing?

The legal basis for the processing is, for the EP Library Staff, the necessity for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Articles 5(1)(a) of Regulation 2018/1725).

¹ A Controller the public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of the personal data. The controller is represented by the head of the entity.

4. What personal data is processed?

- For the EP staff with an account, we process your official e-mail address, initials, Unit name, logins and usage related to the management of the EP LibGuides site and its content.
- For the visitors to the EP Library LibGuides site, the data processed is listed in the SpringShare Privacy Policy, available at <https://www.springshare.com/privacy.html>.

For statistical and analytical purposes, we use aggregated data provided by the SpringShare for our account (aggregate number of views per page, browsers used, and similar) to help improve our offering.

5. How will your personal data be processed?

For the EP Library staff: Your data is processed to create an account in LibGuides and give you access to the platform back office.

6. For how long will your personal data be stored?

For the EP Library staff: Your personal data will be stored for the duration of your contract with the European Parliament, and will be deleted within 6 months after the end of such contract.

For the external visitors to the EP Library LibGuides: Your data is stored in a browser cookie for the duration of the session and up to 6 months after the visit.

For more information, please refer to the [EP Library LibGuides Cookie Policy](#).

7. Who are the recipients of your personal data?

Access to your personal data is provided to the authorised EP Library staff members and contractors responsible for managing the site.

8. Will your personal data be shared with a non-EU country or international organisation?

- Personal data is shared according to the SpringShare Privacy Policy, available at <https://www.springshare.com/privacy.html>.
- The European Parliament Library does not share personal data with any other service or organisation.

9. Are any automated processes² and/or profiling³ used to make decisions which could affect you?

No.

10. What rights do you have?

For the EP Library staff - You have the following rights:

- Right of access to your personal data.
- Right to rectification of your personal data.
- [Where applicable] Right to erasure of your personal data.
- [Where applicable] Right to restriction of processing.
- [Where applicable] Right to object to processing.
- Right to contact the European Parliament's data protection officer at data-protection@europarl.europa.eu.
- Right to lodge a complaint with the [European Data Protection Supervisor](mailto:edps@edps.europa.eu) at edps@edps.europa.eu.

² Making a decision solely by automated means and without any human involvement. {Theoretical Examples: internet page where selecting certain options will automatically place you in different mailing lists via which you are sent the corresponding monthly newsletter / using an automated system to mark "Multiple Choice" test answers and assign a pass mark according to the number of correct answers}.

³ Profiling analyses aspects of an individual's personality, behaviour, interests and habits to make predictions or decisions about them. Used to analyse or predict aspects concerning the data subject's performance at work, economic situation, health, personal preferences or interests, reliability or behaviour, location or movements, etc. {Theoretical Example: when using social media tools data is collected and your trends registered. This data is then used to form new/different predictions on you.}