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 abovementioned 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-Studyvisit@ep.europa.eu
- The purpose of the data processing is the admission of citizens to study visits at the General Secretariat of the European Parliament.
- 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 in the form of personal identification numbers;
  ✓ data relating to suspected offences, offenses, criminal convictions or security measures;
  ✓ data concerning career;
  ✓ data concerning telephone numbers and communications.
- The recipients of the data, inside the EP, are:
  ✓ the Human Resources Units of the different DGs;
  ✓ the Units of assignment of the visitors;
  ✓ the IT Units of the various Directorates-General;
  ✓ the User Support Unit of DG ITEC;
  ✓ the Learning and Development Unit;
  ✓ the Accreditation Centre;
  ✓ the Internal Audit Unit;
✓ the Legal Service.

Where applicable, the other recipients, inside the EU, of the data are:
✓ the Court of Auditors;
✓ the OLAF;
✓ the European Ombudsman.

The outside recipients, inside the EU, of the data are:
✓ the accident insurance company with regard to the study visitors’ contact details.

2) Rights of data subjects

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

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

3) Legal basis

The legal basis for this data processing are the Internal Rules governing study visits in the Secretariat of the European Parliament and the Regulation (EU) 2018/1725 of the European Parliament and of the of 23 October 2018, namely Article 5.1.a (Lawfulness of processing).

4) Data retention period

The time limit for storing the data information is the following:
✓ 2 years as from the end of the Study Visit for paper and electronic correspondance;
✓ 2 years for the documentation required for the production of the Admission Letter;
✓ 10 years for the Admission Letter as from the end of the selection.

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).