

## 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 controller is the European Parliament.

Directorate-General for Personnel  
Directorate for Human Resources Development  
Contract Staff and Trainees Recruitment Unit  
Official responsible: Mr Pierre-Antoine BARTHÉLÉMY  
Email address: [PERS-Studyvisit@ep.europa.eu](mailto:PERS-Studyvisit@ep.europa.eu)

- The purpose of the data processing is the admission of European citizens to study visits.
- 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 relating to suspected offences, criminal convictions or security measures;
  - ✓ data concerning career;
  - ✓ data concerning telephone numbers and communications.
- The recipients of the data are:
  - ✓ the Human Resources Units of the different DGs;
  - ✓ the Units of assignment of the visitors;
  - ✓ the Accreditation Centre;
  - ✓ the Legal Service.

The outside recipients of the data are:

- ✓ the accident insurance company with regard to the study visitors' contact details.

## **2) Rights of data rectification**

Data subjects may exercise their rights of access, rectification or erasure by sending a request to the controller by email or by using the form available here:

[https://epintranet.in.ep.europa.eu/files/live/sites/epintranet/files/forms/interpretation/data-protection/form-data-subject/data-subject-form\\_en.docx](https://epintranet.in.ep.europa.eu/files/live/sites/epintranet/files/forms/interpretation/data-protection/form-data-subject/data-subject-form_en.docx)

The request should be sent to: [PERS-Studyvisit@ep.europa.eu](mailto:PERS-Studyvisit@ep.europa.eu)

## **3) Legal basis**

The legal basis for this data processing is the internal rules governing study visits in the Secretariat of the European Parliament.

## **4) Data retention period**

The time limit for storing the data information is the following:

- ✓ two years after the end of the study visit.

Data subjects may at any time lodge a complaint with the European Parliament's Data Protection Officer ([data-protection@ep.europa.eu](mailto:data-protection@ep.europa.eu)) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).