

DECLARATION ON DATA PROTECTION

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 aforementioned 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-MEP-Trainees@ep.europa.eu

- The purpose of the data processing is the recruitment of Members' trainees, the administrative management of the traineeship as well as the end of the traineeship.
- 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 concerning pay, allowances and bank accounts;
 - ✓ data concerning telephone numbers and communications;
 - ✓ data concerning health (for the trainees requesting reasonable accommodation arrangements).
- The recipients of the data, inside the EP, are:
 - ✓ the relevant Member;
 - ✓ the Missions Unit;
 - ✓ the Prevention and Well-being at Work Unit;
 - ✓ the Financial Resources Unit;
 - ✓ the IT Unit;
 - ✓ the User Support Unit of DG ITEC;
 - ✓ the Parliamentary Assistance and Members' General Expenditure Unit;
 - ✓ the Accreditation Centre;
 - ✓ the Learning and Development Unit;

- ✓ the Accounting and Treasury Unit;
- ✓ the Internal Audit Unit;
- ✓ the Legal Service.

For trainees requesting reasonable accommodation:

- ✓ the Advisory Committee on Reasonable Accommodation;
- ✓ the European Parliament Medical Service.

Where applicable, the other recipients of the data, inside the EU, are:

- ✓ the Court of Auditors;
- ✓ the OLAF;
- ✓ the European Ombudsman;

The outside recipients of the data, inside the EU, are:

- ✓ the accident insurance and health insurance companies with regard to the trainees' contact details.

2) Rights of data subjects

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

3) Legal basis

The legal basis for this data processing are the Rules concerning Members' trainees of 10 December 2018 and the REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, namely articles 5.1.a concerning the lawfulness of processing, and article 10.2.b concerning the processing of special categories of data.

4) Storage time

The time limits for storing the data information are the following:

- ✓ 2 years for the documents required for the production of the traineeship agreement;
- ✓ 2 years for paper and electronic correspondence;
- ✓ 5 years after the discharge for data related to financial matters;
- ✓ 10 years for the traineeship agreement as from the end of the selection;
- ✓ 10 years for all information stored in the HRM portal.

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).