

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 European Parliament > Parliament's Secretariat > Directorate-General for External Policies of the Union > Directorate for Committees, represented by Raquel DE VICENTE.
- You can contact the controller/entity at the official e-mail of the Secretariat responsible for the organisation of the specific meeting:
afet-secretariat@europarl.europa.eu; droi-secretariat@europarl.europa.eu;
sede-secretariat@europarl.europa.eu; inta-secretariat@europarl.europa.eu.

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

Your personal data will be processed with the final purpose of organising and following up the Committees/Subcommittees' meetings. In this framework, public figures, officials and experts are invited to participate and there are different subsets of data that are processed:

- Collection and archiving of personal and professional data (name, title, organisation, CV, etc.) for the purpose of transparency and information (appearing in draft agendas, website announcements, communicated via e-mail to MEPs, newsletter, etc.);
- Collection and archiving of the ID and contact details of guests and transfer to the accreditation service to ensure access to the EP premises;
- Collection and archiving of audio-visual components, image and voice, for logistical, communication or transparency purposes (webstreaming, photographs, Interactio meeting system, etc.). Data is processed by DG COMM (webstreaming, photography), DG LINC (Interactio) under the coordination of the responsible secretariat;
- Collection of financial data (bank accounts details, etc.) for reimbursement of expenses of hearings' guests that qualify. Data is then processed by DG FINS;
- Collecting and archiving the audio recording of the committee/subcommittee and the coordinators meetings beyond the usual webstreaming to prevent potential loss of information.

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.

3) What is the legal basis for the processing?

The legal basis for the processing are the European Parliament Rules of Procedure, Rules governing 'Passes and Authorisations granting Access to Parliament's Premises', Rules on Public Hearings, Bureau Decision of 18 June 2003 amended on 16 January 2017 and the Recommendation No 1/2016 on the publication of personal data on Parliament websites. Regulation 2018/1725, particularly article 5.1 a), and d) on the consent requested regarding the transmission of CVs of experts. Moreover, Article 10, namely paragraph 2, letter g), is also the legal basis for special categories of data.

4) What personal data is processed?

We might process your data concerning career, physical characteristics, telephone number or communication data, trade union membership political opinions, religious / philosophical belief, physical characteristics of a person as image and voice (photos, recordings of meetings), EU Transparency Register membership, and appearance in the Council Implementing Regulation (EU) 2023/1505 of 20 July 2023 implementing Article 2(3) of Regulation (EC) No 2580/2001 on specific restrictive measures directed against certain persons and entities with a view to combating terrorism, and repealing Implementing Regulation (EU) 2023/420.

5) How will your personal data be processed?

The process is automated in that it is performed on a computer and via e-mail. The processing of data concerns requesting and receiving certain personal data from the guest, using this information to request (physical) access for the guest, and publishing the CV of the guest on the meeting file and on the relevant Committee webpage.

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

Your personal data will be stored for as specified in the enclosed archiving management table (date of entry into force 20 May 2013). As a principle, data are not kept longer than is necessary for the purposes for which the data were collected or for which they were further processed.

For administrative reasons, the time limit for storing personal data that can be considered mandatory for the achievement of the purpose of the committee meeting (name, position, professional role, images, voice recordings, videos or photos of the guest) is until the end of the next legislative term in which the public hearing took place. In the context of public hearings, some personal data that is not considered mandatory for the achievement of the purpose of the committee meeting (meaning that CV, contribution and all other data that are not strictly necessary for the committee meeting) will be stored until the public hearing and all follow-up work has been completed. The follow-up work is completed once the Committee has adopted the minutes of the public hearing and the minutes are published on the committee website.

7) Who are the recipients of your personal data?

Other than the relevant secretariat, these are the internal services in the EP to which the data could be transferred:

DG EXPO: Outreach and Communication Unit, Finance Unit

DG SAFE: Accreditation Unit

DG COMM: Press officer and webstreaming service

DG LINC: Interpreters and Interaction operators

DG FINs: Reimbursement of experts (via DG EXPO Finance Unit)

Moreover, prior to a public hearing, an announcement including the topic, programme and background documents of the hearing is sent by e-mail to the Committee Secretariats' contact list (this list includes Members and assistants of the Members of the said Committee, staff of the political groups working in the Committee and the Committee Secretariat). The programme includes the name, position, professional role and potentially images / photos of the guest speaker.

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

No, your personal data will not be shared with a non-EU country or international organisation.

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

- No.

10) If personal data have not been obtained from you, what is their source?

Exceptionally, there are cases when the Committee secretariats receive data from the organisation the expert is working for.

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.}

11) What rights do you have?

- You have the following rights:
 - Right of access to your personal data.
 - Right to rectification of your personal data.
 - Right to erasure of your personal data.
 - Right to restriction of processing.
 - Right to data portability.
 - Right to object to processing.
 - Right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

You may exercise your rights by contacting the data controller at the official e-mail of the Secretariat responsible for the organisation of the specific meeting:

afet-secretariat@europarl.europa.eu; droi-secretariat@europarl.europa.eu;
sede-secretariat@europarl.europa.eu; inta-secretariat@europarl.europa.eu.

The right to lodge a complaint:

If you have any remarks or complaints regarding the way that your personal data is processed, you can contact the European Parliament's Data Protection Officer at data-protection@europarl.europa.eu.

You have the right to lodge a complaint with the [European Data Protection Supervisor](https://www.edps.europa.eu/) at edps@edps.europa.eu.