
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 Budget and Financial Services’ of ‘Directorate General for Finance’ of the represented by PAPI BOUCHER MIGUEL (Director of ‘Directorate for Budget and Financial Services’).

You can contact the controller/entity by sending an email at fms.competence.center@europarl.europa.eu with subject ‘Data Protection related question’.

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

Your personal data will be processed to enable financial transactions including payments to Members of the European Parliament and associated persons/companies, Staff members of the European Parliament and associated persons/companies and third party individuals/companies that may have a contract with the European Parliament for the purpose of providing services.

3) What is the legal basis for the processing?

The legal basis for the processing are:

The Financial Regulation² and the Internal Rules on the Implementation of the European Parliament’s Budget³; the Staff Regulations⁴; the Protocol on privileges and immunities⁵; General implementing provisions concerning the reimbursement of mission and duty travel expenses¹ above⁶; statute for Members of the European Parliament⁷ and its Implementing Measures⁸.

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 Bureau Decision of 10 December 2018.

⁴ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community

⁵ Protocol (No 7) of the Treaty on the Functioning of the European Union on the privileges and immunities of the European Union

⁶ Internal rules governing missions and duty travel by officials and other servants of the European Parliament (from 1 September 2018).


4) What personal data is processed?

Depending on the category of data subjects, the following types of data may be processed: Data Concerning Family, Contact Data, Data Concerning Career, Personal Identification Number, Data for Missions and Travel, Social Security and Pension Data, Expenses and Medical expenses, Bank account and/or other financial data, Data relating to Recruitment and Contracts.

5) How will your personal data be processed?

The data are retrieved either entirely from other EP systems, or partly retrieved from other EP systems and complemented in FMS or directly introduced in FMS. In all cases, the information is used in FMS processes for payments and revenues. Application/system controls are implemented with only minimal information displayed to ensure that the correct person is been credited or debited. Sensitive information like medical expenses are only restricted to responsible service and accounting.

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

The following articles of the Financial Regulation refer to the keeping period of 5 years from the date on which the European Parliament grants discharge for the budgetary year to which the document/data relate (therefore approximately seven years):

Article 75 ‘Keeping of supporting documents by Authorizing Officers’;

Article 82 ‘Keeping the accounts’;

Article 132 ‘Record-keeping’.

However, documents relating to operations not definitively closed shall be kept for longer, that is to say, until the end of the year following that in which the operations are closed.

7) Who are the recipients of your personal data?

The recipients of your personal data are the staff of the relevant departments of the European Parliament and the European Commission involved in financial transactions as well as, upon request and where necessary for carrying out internal or external investigations, audits or controls, other staff of the European Parliament and of external organisations involved in such investigations, audits and controls. In the context of financial internal controls, the recipients of the personal data may compare the data against any information available in public sources, including on social media. Any additional personal data collected pursuant to this research will be processed in accordance with the terms of this notice.

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

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

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

[X] No.
10) [Where the source of personal data is NOT the data subject] If personal data have not been obtained from you, what is their source?

The source of your personal data is:

- CODICT system (Persons and family members for MEPs, for MEPs office in Brussels);
- SI DEP system (Members of the European Parliament and companies associated with Bank Account ID information);
- HRM system (Staff, carrier activities, family members);
- Third party entities & European Institutions. Data is collected in the Accounting Service.

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 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 at edps@edps.europa.eu.