

# Privacy policy



## 1. Introduction

The protection of individuals with regard to the processing of personal data by the Union institutions is governed by Regulation (EU) 2018/1725 of the European Parliament and the Council of 23 October 2018<sup>1</sup>.

The following information is based on Articles 15 and 16 of Regulation (EU) 2018/1725.

## 2. Why do we process your data?

We process your personal data for the purpose of assessing if your application meets the criteria laid down in the media accreditation rules and confirm your professional status in order to grant you a valid media accreditation. Some of your personal data (see point 4 below) may be transferred to Parliament's Directorate General for Security and Safety in order to grant you access to the European Parliament's premises. You can find more information [here](#). Under no circumstances are the data used for purposes other than the one for which they have been transmitted.

The processing of your data is done in accordance with and based upon article 15 (d) of Regulation (EU) 2018/1725 - consent of the data subject.

## 3. Who is responsible for the processing of your data? (Controller)

The European Parliament acts as the controller and your data is processed under the responsibility of the Directorate for Media of the Directorate-General for Communication, represented by Fernando Carbajo.

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295 of 21/11/2018, p. 39

You can contact the controller at

media.accreditation@ep.europa.eu  
European Parliament  
Directorate General for Communication  
Media Accreditation  
Rue Wiertz 60. PHS-1C029  
B-1047 Brussels

#### 4. What personal data do we process?

We will collect information from you in the following ways:

- o when you create your profile in our site
- o when you request accreditation on-site

Below is the information we request:

- o Name and surname
- o Contact details (email address, phone number)
- o Date of birth
- o Nationality
- o Type of ID document, number and expiration data
- o Photo
- o Dates of visit to the EP
- o Name and country of media
- o Type of media
- o Role
- o Purpose of visit
- o Copy of a valid press card or recent assignment letter from your editor in-chief

Below is the information we may request:

- proof of payment (for freelancers only)
- copy of recent articles or links to recent publications (for freelancers only)

Cookies and local storage

For more information about cookies, you can have a look at our website:

<http://www.europarl.europa.eu/portal/en/cookie-policy>

## 5. To whom is your data disclosed?

Only the staff of the European Parliament (DG COMM and DG SAFE ) and the data processor have access to your data. Your personal data will not be further disclosed to third parties, including for direct marketing. Only if requested by law, or in case of an audit or judicial procedures, could your data be transferred to the competent authorities (European Court of Auditors, the Court of Justice of the European Union, European Data Protection Supervisor, and the European Anti-Fraud Office OLAF)

## 6. How long is your data kept?

The personal data will be stored no longer than necessary for the purposes for which they were collected or until the person in question requests its removal.

The data is kept for 1 year after the last activity (last time a user has updated his/her profile or sent an accreditation request) for statistical purposes. In case of non-activity, 15 days before the period of one year, he/she will receive a warning mail. If the user does not update the profile, the account will be deactivated but the data will remain in the system for a maximum of one year. After the lapse of one year, the data will be permanently deleted from the system.

In addition, in accordance with the media accreditation rules, a user can request deletion of his/her own account at any time. Please note that in this case, all future and ongoing accreditation requests will be refused. The account will be immediately deactivated and the system will keep the data for one year. After one year, all the data will be permanently deleted.

A user can reactivate the account within one year of having requested deletion.

A journalist can delete a “validated” accreditation request via the application, until one day before the start date of the request; the data is kept 1 year after the end date of the request.

The European Parliament can delete a “validated” accreditation request at any time and the data is permanently deleted from the system.

Accreditation requests older than 7 years will be automatically deleted.

## 7. How is your data stored?

The European Parliament is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure.

Your personal data is stored in secured servers with limited access, which are located in controlled facilities of the EP Data Centre in Luxembourg.

## 8. How can you access your data, check their accuracy and, if needed, verify, rectify or erase them?

You may check your data anytime by logging on to the register and you may update your own data accordingly. You may also delete yourself as a data subject from the database.

You can also contact the Media Accreditation Unit (see below for contact details)

Contact: [media.accreditation@ep.europa.eu](mailto:media.accreditation@ep.europa.eu)  
European Parliament  
Directorate General for Communication  
Media Accreditation  
Rue Wiertz 60. PHS-1C029  
B-1047 Brussels

If you have concerns about the processing of your personal information via this platform, feel free to also contact the Webmaster Unit for the processing of these data : [webmaster@europarl.europa.eu](mailto:webmaster@europarl.europa.eu).

## 9. Recourse

You may contact, at any time, the Data Protection Officer of the European Parliament ([Data-Protection@europarl.europa.eu](mailto:Data-Protection@europarl.europa.eu)) if you have any concerns/complaints about the processing of your personal data. The Data Protection Officer of the European Parliament ensures that the provisions of Regulation (EU) 2018/1725 are applied within the institution.

Data Protection Officer  
European Parliament  
2, rue Alcide De Gasperi  
L-1615 - Luxembourg

You have the right to lodge a complaint with the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time concerning the processing of your personal data.

The European Data Protection Supervisor (EDPS) acts as an independent supervisory authority. The EDPS makes sure that all EU institutions and bodies respect people's right to privacy when processing their personal data.