

DATA PROTECTION

The provisions of Regulation (EC) No 45/2001 apply to the processing of personal data by the European Parliament.

1) The data and the recipients

Under Articles 11, 12 and 25 of that 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
Person responsible: Mr Pierre-Antoine BARTHÉLÉMY
Email: Stages@ep.europa.eu
- The purpose of the data processing is the selection and recruitment of trainees.
- The categories of data processed are:
 - ✓ administrative data used to identify candidates;
 - ✓ academic and professional data (CVs and diplomas);
 - ✓ data required for evaluation;
 - ✓ health data (for trainees requesting reasonable accommodation).
- The recipients of the data are:
 - ✓ the relevant staff within the units that recruit trainees;
 - ✓ the Human Resources Units of the various Directorates-General;
 - ✓ the Individual Entitlements Unit;
 - ✓ the Payroll Unit;
 - ✓ the Missions Unit;
 - ✓ the Accreditation Centre.

For trainees requesting reasonable accommodation:

- ✓ the Risk Prevention and Well-being at Work Unit;
- ✓ the Equality and Diversity Unit;
- ✓ the European Parliament Medical Service.

When applicable, the other recipients of the data are:

- ✓ the Internal Audit Unit;
- ✓ the Court of Auditors;
- ✓ the OLAF;
- ✓ the European Ombudsman;
- ✓ the other European institutions: trainee's contact details may be passed on to other European institutions when lists of candidates are shared.

Outside recipients of the data are:

- ✓ the AXA Belgium (accident insurance) the MARSH/Allianz Worldwide Care (health insurance) companies for the trainees' contact details;
- ✓ the Kioskemploi firm providing the online selection application.

2) The rights of data rectification

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

http://www.europarl.ep.ec/services/data_protect/Autres/Formulaire_exercice_droits_EN.doc

and sent to: Stages@ep.europa.eu

The right of rectification only applies to the factual data processed as part of the selection procedure. Furthermore, data relating to the admissibility criteria may not be rectified after the closing date for submitting applications.

Moreover, applicants for traineeships who request reasonable accommodation arrangements may be asked by the Medical Service to provide additional documents on the basis of which their degree of disability can be assessed. These documents are in addition to the specific form used to request reasonable accommodation arrangements and the medical certificate provided by the applicant's doctor describing the disability, which must be forwarded to the Medical Service.

3) The legal basis

The legal basis for this data processing are the internal rules governing traineeships in the Secretariat of the European Parliament.

4) The storage time

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

- ✓ 6 months from the last update by the account holder in the online selection application;
- ✓ 2 years from the end of the selection for the applicant or trainee;
- ✓ 5 years for data related to financial matters from the end of the selection;
- ✓ 10 years for the traineeship agreement from the end of the selection;
- ✓ 40 years for personal data necessary to issue traineeship certificates and statistical purposes from the end of the selection.

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