

DECLARATION ON DATA PROTECTION

The provisions of Regulation (EC) No 2018/1725 apply to the processing of personal data by the European Parliament.

1) The data and the recipients

Under Articles 15 and 16 of the aforementioned 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 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 relating to suspected offences, offences, criminal convictions or security measures;
 - ✓ data in the form of personal identification numbers;
 - ✓ data concerning recruitments and contracts;
 - ✓ data concerning the family, career, Social Security and pensions;
 - ✓ 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 are:
 - ✓ the Human Resources Units of the various Directorates-General;
 - ✓ the Units of assignment of the trainees;
 - ✓ the Individual Entitlements Unit;
 - ✓ the Payroll Unit;

- ✓ the Prevention and Well-being at Work Unit;
- ✓ the Financial Resources Unit;
- ✓ the IT Unit;
- ✓ the Accreditation Centre;
- ✓ the Accounting and Treasury Unit;
- ✓ the Legal Service.

For trainees requesting reasonable accommodation:

- ✓ the Equality and Diversity Unit;
- ✓ the European Parliament Medical Service.

Where 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: the trainees' contact details may be passed on to other European institutions when lists of candidates are shared.

Outside recipients of the data are:

- ✓ the accident insurance and health insurance companies with regard to the trainees' contact details;
- ✓ the Kioskemploi firm providing the online selection application.

2) The right to rectification of personal data

Data subjects may exercise their rights to access, rectification or erasure 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

The request should be sent to: Stages@ep.europa.eu

The 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 as of the date of creation of the profile by the candidate in the online selection application;
- ✓ 2 years for applications as from the end of the selection procedure of the candidate concerned (for traineeships until 31/12/2018);
- ✓ 3 years for paper and electronic correspondence;
- ✓ 5 years for data related to financial matters after the discharge;
- ✓ 10 years for the traineeship agreement as from the end of the selection;
- ✓ 10 years for traineeship certificates and the relevant information stored in Access (for traineeships until 31/12/2018);
- ✓ 10 years for all information stored in Streamline.

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