

## Data Protection Notice

### Recruitment of Trainees with Members of the European Parliament

#### (NR-423)

Regulation (EU) 2018/1725 applies 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 controller<sup>1</sup> and the entity responsible for the processing is European Parliament > Secretariat-General of the European Parliament > Directorate-General for Personnel > Directorate for HR Administration > Trainee Outreach and Recruitment Unit.
- You can contact the controller/entity at [PEPS-MEP-Trainees@europarl.europa.eu](mailto:PEPS-MEP-Trainees@europarl.europa.eu)

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

- Your personal data will be processed in order to
  - select and recruit Members' trainees;
  - to deal with administrative management of the traineeship;
  - also the end of traineeship management.

3) What is the legal basis for the processing?

- The legal basis for the processing is the following:
  - Rules concerning Member's trainees - Decision of the Bureau of 10/12/2018;
  - Articles 5.1 (a) and (b) (Lawfulness of processing) of 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.

4) What personal data is processed?

- We process the following data:
  - Last name, first name for both official name and usual name;
  - Personal identification number;
  - Address, email address, telephone numbers;
  - Data concerning academic qualifications, CV, pay, allowances and bank accounts;

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<sup>1</sup> 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.

- Opinion of the Medical Service in case of request of reasonable accommodation due to disability. In such a case, the controller does not process any medical data.

- We process the following documents:

- An application form signed by the Member with all necessary information to establish the traineeship agreement;
- A signed declaration by the trainee, concerning the duty of professional secrecy and discretion;
- The copy of a valid identity document of the trainee;
- The Curriculum vitae;
- The documentary proof of the academic qualifications;
- A document issued by a financial institution clearly stating the name of the bank and the account holder, the IBAN and BIC/SWIFT code for the payment of the monthly allowance. The bank account should be opened in an EU Member State and be held by the trainee;
- A copy of a valid visa for the entire duration of the traineeship in cases of nationals of other countries, where required.

5) How will your personal data be processed?

- Manual collection of the necessary data with the purpose of recruiting trainees with Members of the European Parliament and manage administratively their traineeship.
- The data is electronically stored in a secured environment and destroyed after the defined storage periods.

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

- Your personal data will be stored for:
  - 2 years from the starting date of the traineeship for the documentation required for the production of the traineeship agreement (copy of ID-card or passport and diplomas);
  - 2 years from the starting date of the traineeship for paper and electronic correspondence;
  - 5 years after the discharge for data related to financial matters;
  - 10 years for the traineeship agreement as from the end of the selection;
  - 10 years for all information stored in the HRM portal.

7) Who are the recipients of your personal data?

- The recipients of your personal data are:
  - The concerned Member of the European Parliament;
  - The Prevention and Well-being at Work Unit;

- The Financial Resources Unit;
- The Missions Unit;
- The User Support Unit of DG ITEC;
- The Parliamentary Assistance and Members' General Expenditure Unit;
- The Accreditation Centre;
- The Accounting and Treasury Unit;
- The Learning and Development Unit;
- The DG SAFE Information Security and Analysis Unit

For trainees requesting reasonable accommodation:

- The Advisory Committee on Reasonable Accommodation;
- The European Parliament Medical Service.

- The accident insurance company (based in the EU) with regard to the trainees' contact details.

- Personal data of a non EU-national trainee could be shared, upon request, with the national administration office responsible for issuing residence or work permit for the trainee.

Where applicable, the other recipients of the data are, upon request:

- The Internal Audit Unit;
- The Legal Service;
- The Court of Auditors;
- The OLAF;
- The European Ombudsman.

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

- No.

9) Are any automated processes<sup>2</sup> and/or profiling<sup>3</sup> used to make decisions which could affect you?

- **No.**

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

- The source of your personal data is:  
Members of the European Parliament.

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.
- Where applicable - Right to erasure of your personal data.
- Where applicable - Right to restriction of processing.
- Where applicable - Right to data portability.
- Where applicable - Right to object to processing.

You may exercise your rights by contacting the data controller at:

[PERS-MEP-Trainees@europarl.europa.eu](mailto:PERS-MEP-Trainees@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](mailto:data-protection@europarl.europa.eu).

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

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<sup>2</sup> 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}.

<sup>3</sup> 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.}