



## Privacy Statement

For assessing the replies to any **call for proposals** involves the recording and processing of personal data (such as name, address and CV). All personal data will be processed in accordance with Articles 15 and 16 of Regulation (EU) 2018/1725 of the European Parliament and the Council of 23 October 2018 apply 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** and the entity responsible for the processing is European Parliament > Parliament's Secretariat > Directorate-General for Logistics and Interpretation for Conferences > Directorate for Interpretation > Multilingualism and Succession Planning Unit, represented by **Mrs Catherine PEARSON**
- You can contact the controller/entity at Study visits: [LINC.universities@ep.europa.eu](mailto:LINC.universities@ep.europa.eu) / Grants: [LINC.grants@ep.europa.eu](mailto:LINC.grants@ep.europa.eu)

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

- Your personal data will be processed in order to guarantee effective succession planning; DG LINC has established cooperation with universities and higher education institutes to support them in organising conference interpreter training. This cooperation consists of various components: - study visits - grants (controlling grant applications, quality of teaching staff and contacting applicants) - training support and monitoring.

### 3) What is the legal basis for the processing?

- The legal basis for the processing is - Regulation 1/1958, determining the languages to be used by the European Economic Community - Rule 167 & 168 of the Rules of Procedure of the European Parliament - Code of Conduct on Multilingualism, Bureau decision of 1 July 2019 - Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, Title VIII - Article 5, paragraph 1a) of the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 - Lawfulness of processing 1. Processing shall be lawful only if and to the extent that at least one of the following applies: (a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.



#### **4) What personal data is processed?**

- We process your - Study visits: List of participants to organise the visit (name, passport or ID details, birthday, language combination, email address, declarations of confidentiality) - Grants: Data concerning career of staff (in the form of CVs), salaries of employees, bank account and/or other financial data, contact data (address, telephone, email).

#### **5) How will your personal data be processed?**

- We will receive your personal data by email and we will save it in the Multilingualism and Succession Planning Unit's "S:" drive to organise the study visits. - We will have access to the personal data that you register in the Single Electronic Data Interchange Area for Grants ("Funding and Tenders Opportunities"). We will manage this data electronically through this portal. The service responsible for the registration, assessment, validation and management of the participants in grants at the European Research Executive Agency (REA) of the European Commission will access your data through this portal to validate your legal entity and your Legal Entity's Appointed Representative (LEAR). We will save the personal data needed to manage the financial procedure in the Multilingualism and Succession Planning Unit's "S:" drive.

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

Your personal data will be stored for

- Grants: The European Parliament will store your personal data 5 years after the discharge of the financial year of the call for proposals. The European Research Executive Agency (REA) will eliminate your personal data 10 years after the end of the year of the last financial transaction of the European Parliament last legal commitment (grant agreement)
- Study visits: 1 year after the completion of the visit.

#### **7) Who are the recipients of your personal data?**

The recipients of your personal data are

- DG LINC: hierarchical superiors, Members of the Evaluation Committee
- Research Executive Agency (REA) of the European Commission: the service responsible for validating the Legal Entities of DG LINC grants, DG SAFE: in the context of study visits (organisation of EP access procedures).



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

- **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?**

- **No.**

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

- The source of your personal data is the University or higher education institute to which the staff member or student is affiliated

**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 withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
  - Right to contact the European Parliament's data protection officer at [data-protection@europarl.europa.eu](mailto:data-protection@europarl.europa.eu)
  - Right to lodge a complaint with the [European Data Protection Supervisor](https://www.edps.europa.eu/) at [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

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