

## Data Protection Notice

### Recruitment of Trainees in the Secretariat General of the European Parliament (Schuman Trainees)

(NR-114)

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 Strategic HR Governance, Recruitment and Careers > Trainee Outreach and Recruitment Unit.
- You can contact the controller/entity at:  
[PERS-Schuman-Trainees@europarl.europa.eu](mailto:PERS-Schuman-Trainees@europarl.europa.eu)

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

- The purpose of the processing is the selection and the recruitment of trainees; the administrative management of the traineeship; the end of traineeship management.

3) What is the legal basis for the processing?

- The legal basis for the processing is
  - Internal rules governing traineeships in the Secretariat of the European Parliament adopted on 29.04.2021.
  - Articles 5.1.a and 5.1.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 your personal identification number, last name, first name for both official name and usual name, address, email address, telephone numbers;

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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.

- Data concerning academic qualifications, CV, pay, allowances and bank accounts;
- 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:
  - a signed declaration by the trainee, concerning the duty of professional secrecy and discretion;
  - the copy of a valid identity document of the trainee;
  - a curriculum vitae;
  - 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?

- We collect the necessary data with the purpose of recruiting Trainees in the Secretariat-General 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 for applications as of the date of the last access to the profile by the candidate in the online selection platform;
  - 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);
  - Criminal record is deleted after 8 months corresponding to the end of the traineeship and a possible extension;
  - 2 years 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 Human Resources Units of the various Directorates-General;
  - the Units of assignment of the trainees;

- the Prevention and Well-being at Work Unit;
- the Financial Resources Unit;
- the Missions Unit;
- the IT Units of the various Directorates-General;
- the User Support Unit of DG ITEC;
- the Portfolio Management and Compliance Unit of DG ITEC;
- 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 Staff Recruitment Unit;
- the Talent Selection and Outreach Unit;
- the Legal Service;
- the Internal Audit Unit;
- the Catering and Staff Shop Unit;
- the European Court of Auditors;
- the Court of Justice of the European Union;
- the European Commission;
- 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?

- In case of a "Business Agreement" traineeship (ad-hoc selection procedure), the source is the educational establishment or the external organisation which selects the candidate.

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-Schuman-Trainees@europarl.europa.eu](mailto:PERS-Schuman-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](https://www.edps.europa.eu) 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.}