

Privacy Statement

Articles 15 and 16 of Regulation (EU) 2018/1725 of the European Parliament and the Council of 23 October 2018¹ 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 controller² and the entity responsible for the processing is the Directorate General for Communication, Contracts, Procurement and Grant management Unit, represented by the Head of Unit.
- You can contact the controller/entity responsible at:
dgcomm-subvention@ep.europa.eu

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

Upon receipt of your grant application by the Directorate-General, your personal data will be collected and further processed in order to manage, inter alia:

- grant applications,
- the evaluation of project proposals and award of grants,
- contacts during the implementation of the actions,
- payments,
- final assessment of actions,
- ex-post evaluation of the grants programme,
- possible ex-post controls of the actions and/or audits.

3) What is the legal basis for the processing?

The legal basis for the processing is Articles 180-200 of Regulation (EU, Euratom) 2018/1046 of the EP and of the Council on the financial rules applicable to the general budget of the Union³.

4) What personal data is processed?

¹ OJ L 295, 21.11.2018, p. 39–98:

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>

² A Controller is 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.

³ OJ L 193 of 30.7.2018, p.1:

https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

The categories of data collected and used for the processing operations are:

- Identification data: Name, surname, passport number, ID number;
- Function;
- Contact details (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address);
- Certificates for social security contributions and taxes paid, extract from judicial records;
- Financial data: bank account reference (IBAN and BIC codes), VAT number;
- Information for the evaluation of selection criteria or eligibility criteria: expertise, technical skills and languages, educational background, professional experience including details on current and past employment;
- Declaration on honour that the applicant is not in one of the exclusion situation referred to in articles 136 and 141 of the Financial Regulation.

5) How will your personal data be processed?

Your personal data is provided by submission of your grant application. The information is collected in files stored in a secure storage that is accessible only by authorised EP staff. The information is processed by Parliament Staff and under the responsibility of the Controller mentioned in the Grant Application Form.

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

Files relating to grant procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of 10 years following the signature of the grant agreements. However, applications from unsuccessful applicants have to be kept only for 3 years following the finalisation of the call. However, should an audit inquiry be launched prior to the end of the above period, the file, including personal data contained therein, will be retained until the end of the audit.

7) Who are the recipients of your personal data?

Access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

- Parliament staff members, as well as external experts and contractors who work on behalf of the Parliament for the purposes of managing the grant procedure and grant evaluation, and the bodies charged with a monitoring, audit or inspection task in application of European Union law (e.g. internal audits, Financial Irregularities Panel referred to in Article 93 of the Financial Regulation, Exclusion

Panel referred to in Article 143 of the Financial Regulation, European Anti-fraud Office - OLAF);

- Members of the public: In case you are awarded a grant by the Parliament your personal data will be made public, in accordance with Parliament's obligation to publish information on the beneficiaries of funds deriving from the Union's budget (Article 189(2) and Article 38(2) of the Financial Regulation, respectively). The information will concern in particular your name and address, the amount awarded and the name of the project or programme for which you are awarded a grant. It will be published on the website of the Parliament.

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

Your personal data **will never be shared** with a non-EU country or international organisation.

9) Are any automated processes⁴ and/or profiling⁵ used to make decisions which could affect you?

Your data will not be processed by any automated means

10) 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.
- Right to lodge a complaint with the European Data Protection Supervisor at edps@edps.europa.eu.

⁴ Making a decision solely by automated means and without any human involvement.

⁵ 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.}