

Data protection notice

Visits of groups of visitors to the European Parliament

Last update: 10.08.2023

The European Parliament processes your personal data for the purpose of booking of visits of sponsored and non-sponsored groups of visitors to the European Parliament, for the organisation of the visits for free and sponsored groups through their respective heads of groups and for administrative and financial management of the group visits (for sponsored groups).

We process your personal data based on Regulation (EU) 2018/1725 of the European Parliament and of the Council 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 (hereinafter “the Regulation”).

We provide you with the information that follows based on Article 15 and Article 16 of the Regulation.

1) Who processes your personal data?

The European Parliament, is acting as the controller¹ and the department responsible for the processing is Visits and Seminars Unit of the Directorate-General for Communication (DG COMM) , represented by its Head of Unit.

You can contact the controller via email at visit@europarl.europa.eu or via post, in a sealed envelope, at: Visitors and Seminars Unit, Attention: the Head of Unit, Directorate-General for Communication, European Parliament, 60 rue Wiertz / Wiertzstraat 60, B-1047 - Bruxelles/Brussels.

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

The processing of personal data serves the following purposes:

- Booking of visits of sponsored and non-sponsored groups of visitors to the European Parliament (incl. access to the European Parliament premises);
- Organisation of the visits for free and sponsored groups through their respective heads of groups;
- Administrative and financial management of the group visits (for sponsored groups);
- To grant access to the premises and provide visitors with a badge. In this case, Personal data will be further processed by the Directorate-General for Security and Safety (DG SAFE) of the European Parliament to grant visitors access to the premises of the event

¹ 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.

and provide them with a specific access badge for the event. More information about this processing activity is provided in the record No 435, "Accréditation - Titres et autorisations d'accès au Parlement européen".

3) What is the legal basis for the processing?

The legal basis for the processing of personal data is Article (5)(1)(b) of Regulation (EU) 2018/1725 - i.e., compliance with a legal obligation to which the controller is subject (which is laid down in Article 16 and Article 13 of the European Parliament Rules regarding reception of groups of visitors of 16 December 2002, as last amended on 18 January 2021, as well as in the Quaestors' Notice 11/2019 on the implementation of Article 23 of the Rules governing the reception of groups of visitors and establishing an additional financial contribution for visitors with special needs). More information about the legal basis is provided in the record No 435, "Accréditation - Titres et autorisations d'accès au Parlement européen".

Concerning the communication with heads of groups, the legal basis is article (5)(1)(d) of Regulation (EU) 2018/1725 - i.e., the data subjects have given consent to the processing of their personal data for specific purposes.

4) What personal data is processed?

The following categories of personal data will be processed:

- All participants: Name, first name, dates of birth, full postal address (Street, Number, Postal code, City, Region/County/Province, Country), e-mail address, nationality, id-number.
- For the head of the sponsored groups: Email address, Language, ID number, ID type, Country of ID, Phone number, Mobile, Name (of Company), Account holder, IBAN.

In addition, we might process:

- Proof of disability, if it is the case, for sponsored participants who are eligible for an additional subsidy based on disability.
- Proofs of residence for the sponsored participants that are not EU nationals or nationals from candidate countries or from a former EU Member State.

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

Your personal data will be stored for the management and the organisation of the visits:

- For non-sponsored groups, data is kept for one year for security reasons (Directorate-General for Security and Safety of the European Parliament).
- For sponsored groups, the data is kept 5 years after discharge (generally 7 years total from the moment of collection), as required by the Financial Regulation of the EU.
- After those periods, data is anonymised for statistical purposes.

6) Who are the recipients of your personal data?

The recipients of your personal data are:

- For all groups: DG COMM (booking/organisation) and DG SAFE (for accreditation/security reasons - please refer to record 435 "Accréditation - Titres et autorisations d'accès au Parlement européen");
- For sponsored groups: DG COMM Procurement, Contracts and Grant Management Unit, Directorate General for Finances (DG FINS) for verification and ex-post controls, Political Structures Financing Unit (DG FINS) to avoid double payments with "Meet your MEP" programme, Internal Audit Service and European Court of Auditors in case of audit; EP Accounting officer for recovery orders.

Your personal data will not be shared with a non-EU country or international organisation.

7) Where will your personal data be stored?

Data files are hosted on the European Parliament Directorate-General for Innovation and Technological Support (DG ITEC) data centre.

8) Are any automated processes² and/or profiling³ used to make decisions which could affect you?

No.

9) 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, where applicable.
- Right to restriction of processing, where applicable.
- Right to data portability, where applicable.
- Right to object to processing, where applicable.

If you would like to exercise your rights or have questions concerning the processing of your personal data, you may address them to the data controller via the functional mailbox visit@europarl.europa.eu or by post, in a sealed envelope, to Visitors and Seminars Unit, Attention: the Head of Unit, Directorate-General for Communication, European Parliament, 60 rue Wiertz / Wiertzstraat 60, B-1047 - Bruxelles/Brussels.

² 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}.

³ 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.}

You also have the right to lodge a complaint: If you have any remarks or complaints regarding the way we process your personal data, you can contact the European Parliament's data protection officer at data-protection@europarl.europa.eu. You have, in any case, the right to lodge a complaint with our supervisory authority, the European Data Protection Supervisor, by writing to edps@edps.europa.eu.