



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: On-line form for questions and comments on the DORIE database (documents related to institutional issues)

Data Controller: SG.F.4

Record reference: DPR-EC-00843

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This privacy statement concerns the processing operation "On-line form for questions and comments on the DORIE database (documents related to institutional issues)" undertaken by the European Commission's Secretariat-General, unit SG.F.4 'Institutional Affairs' (hereafter, the Data Controller) as presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: The Data Controller collects and uses your personal information to identify the users who fill-in the DORIE contact form and their organisation (should they choose to indicate which organisation they belong to), in order to:

- be able to reply to your questions concerning the DORIE database;
- avoid multiple responses;
- allow for a better monitoring of who uses the DORIE database of documents related to institutional issues and for what purpose.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

(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:

Public access to documents of the institutions is established by Article 15 of the Treaty of the Functioning of the European Union (TFEU) and specified further under Regulation N° 1049/2001, and in particular its Article 11 (provision of a public register). The DORIE on-line form allows users to ask questions about the DORIE database (collection of documents related to institutional issues) and the corresponding replies foster understanding of (the functioning of) the DORIE database.

(d) it is based on your consent, namely to process your personal data:

Insofar users provide non-mandatory personal data (country, organisation, personal data provided spontaneously in the request), their processing is based on the user's consent in line with Article 5(1)(d) of Regulation 2018/1725.

4. Which personal data do we collect and further process?

In order to carry out this processing operation SG.F.4 collects the following categories of personal data:

Mandatory when filling in the online form:

- Family Name
- First Name
- E-Mail address

Optional when filling in the online form:

- Organisation
- Country

The text of the request may contain personal data which the requestor provides voluntarily.

The provision of family name, first name and e-mail address is mandatory to fill in the contact form. If you do not provide your personal data, possible consequences are that the request cannot be sent and, therefore, no reply can be provided.

5. How long do we keep your personal data?

The data filled in by the users in the online form arrives by e-mail to the functional mailbox of the Data Controller and is then registered in the Commission internal document management system.

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of the processing operation, namely for as long as follow-up actions to the question submitted through the online form are necessary.

The emails stored in the functional mailbox are deleted automatically after 6 months, in line with the retention policy described in the record of processing DPR-EC-03610 ('Email system of the Commission').

The personal data processed in relation to requests made through the contact form are kept in the Commission internal document management system for 2 years, in accordance with the record for processing DPR-EC-00536 ('Management and (short- and medium-term) preservation of Commission documents') and the applicable retention rules set forth in the Commission Common Retention List.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data are inaccurate or incomplete. Under certain conditions, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a), on grounds relating to your particular situation

Insofar you have consented to the processing of personal data by providing optional personal data as described under heading 4 above, you can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

Any request for access to personal data will be handled within one month. Any other request mentioned above will be addressed within 15 working days.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, SG-UNITE-F4@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation

(EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00843.