



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Legal Entities and Bank Account Files

Data Controller: BUDG.DGA1.C1

Record reference: DPR-EC-00301.1

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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.

The information in relation to processing operation “Legal Entities and Bank Account Files“, undertaken by BUDG.DGA1.C1 is presented below.

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

Purpose of the processing operation: the European Commission and by delegation the Directorate General for Budget (DG BUDG), and in particular the **Unit C1**, Legal Entities and Bank Accounts Files collects and uses your personal information **to validate their legal existence and to ascertain that no doubles exist in the system.**

All Financial and contractual transactions undertaken by Commission departments and External Entities using the Central Financial System of the European Commission (ABAC) require the **identification** of a unique Legal Entity record. Similarly, the Commission is collecting Bank Account related data in order to **execute payments.**

Lastly, the **Financial Transparency System** - a web search engine - provides transparency on commitments made by the European Commission. In such case, only the name, the region and the amount of funding and contract awarded will be published (for amounts above 15.000€ and with the exception of the following categories of expenditure: scholarships, direct support paid to natural persons most in need, payments to research & development experts, reimbursement of travel and subsistence expenses for experts, staff related expenditure).

Please note that DG BUDG is also **joint controller** along with the Entity with which you have been in contact and which has collected your personal data.

3. On what legal ground(s) and on which legal basis do we process your personal data?

We process your personal data, because the processing is **necessary for compliance with a legal obligation** to which the controller is subject (Art. 5.1(b)).

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 a.k.a. **Financial Regulation** (FR). In particular, Article 86 stipulates powers and duties of the Accounting Officer with respect to the creation and management of legal entity files and for the keeping of supporting documents. These files and documents contain the needed personal data for a sound and legal management of payments and recovery of sums.

The processing of your personal data is also necessary for the **performance of a contract** to which you are party or in order to take steps at your request prior to entering into a contract (Art 5.1(c)).

In case of absence of this processing, no contracts with or financing decisions in favour of the data subject could be concluded and no monitoring of the correct execution of these contracts/decisions would be possible.

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

In order to carry out this processing operation the Data Controller, i.e. DG BUDG's Unit C1, collects the following categories of personal data:

- The information you have filled in the **Legal Entity Form** as well as the supporting documents you have provided (e.g.. ID document).
- The information you have filled in the **Financial Identification Form** as well as the supporting documents you have provided (i.e. bank statement).

5. How long do we keep your personal data?

The Data Controller, i.e. DG BUDG's Unit C1 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for :

- a **maximum of 10 years** after the last transaction for data related to natural persons other than Commission staff
- **up to 100 years** after date of birth for Commission staff (to satisfy any request that may come in after the end of a staff member's contract or after their retirement).

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

All personal data 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** in place. 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.

All authorised Commission, European External Action Service, consultative bodies and authorising officers of the Commission and External Entities, which make use of ABAC and deal with financial and accounting matters, have access on "need to know" basis to your data. Your personal data may be also sent to the Internal Audit Service, the Court of Auditors, the Financial Irregularities Panel, the Anti-fraud Office and any other institution or entity responsible for audits or investigations.

Additionally, personal data may be transferred to **banking institutions** in order to execute payments as defined in the contract. In case you are requesting a payment in a bank account, which is not located in EEA, your personal data will be transferred to banking institutions in a **third country** in accordance with Regulation (EU) 2018/1725. In particular, the transfer would be based on **adequacy decision** (Art. 47) in absence of which on **appropriate safeguards** (Art. 48) or based on derogations (Art. 50. 1(b) and 50. 1(c)).

Through the Financial Transparency System (FTS) a limited set of information on beneficiaries under direct management will be accessible to the public through the FTS website on Europa. Only certain commitments and payments above 15.000€ will be disclosed. In such case, only the name, the region and the amount of funding awarded will be published.

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. Where applicable, 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 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.

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, we would advise you to contact our joint controller, namely the department of the institution or agency of the European Union to which you have submitted your data and which is responsible for their collection and transmission to DG BUDG.

Please feel free to also contact the Data Controller, namely the European Commission and by delegation the Directorate General for Budget (DG BUDG), and in particular the Unit C1, Legal Entities and Bank Accounts Files via our contact page (https://europa.eu/european-union/contact/write-to-us_en).

- 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-00301.