Privacy Statement governing European Commission media accreditation

1. Use and treatment of data

The data gathered when applying for media accreditation, together with your photo (taken by the Security Directorate of the European Commission), will be stored in the accreditation management database.

The data will be viewed by the Inter-institutional Accreditation Committee (composed of representatives of the Spokespersons' Service of the European Commission, the press services of the Council of the European Union and of the European Parliament, as well as the International Press Association (IPA)) to evaluate your request and to decide whether you fulfil the criteria for media accreditation to the EU institutions.

Your main contact details (name, media organisation, and your chosen professional contact details) will be extracted from this database in the form of an internal online directory.

All the data requested on the accreditation application form below is treated in accordance with Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal L 008, 12/01/2001 P. 0001 - 0022).

The controller according to the terms of Article 2.d) of Regulation (EC) 45/2001 for the processing of the personal data collected is Margaritis Schinas, Chief Spokesperson of the European Commission.

A sub set of the information gathered on behalf of the data controller can be processed by the Security Directorate of the Commission, of the Council and of the Parliament. This information may be sent, by the respective Security Offices, to the National Security Authorities or other competent security services for vetting. This vetting procedure is governed by the respective national law and has the purpose to safeguard the protection of Commission staff, premises, information and functioning from threats related to espionage, terrorism or other forms of criminality.

2. What information do we gather, by what means and for what purpose?

The following information is stored:

Concerning the person:
Title (Mr/Ms), name, first name, profession, place and date of birth, nationality, private address, passport or ID card data, accreditation periods, date of registration, and if provided; business and/or private telephone numbers, electronic contact information, photo, policy area specialization, comments.

Concerning the media organisation:
Name, address of the headquarters and of the Brussels' office, and if provided; telephone numbers, electronic address, URL

In accordance with the accreditation criteria the applicants must provide supporting documents.
3. **Legal basis:**

The processing of this data is necessary in order to facilitate or perform a task carried out in the public interest, i.e. the obligation to inform European citizens, in particular via the press (Article 5.a) of Regulation (EC) 45/2001.

4. **Technical information:**

The form uses the "https / SSL" secure protocols, which guarantee protection and encryption of data exchanges between the remote computer and the European Commission server.

The form employs "Javascript" technology to check up to a certain point the validity of the data supplied. The data are stored on the European Commission servers but are not visible by the persons managing the accreditations before it has been submitted by the applicant. The applicant can save his accreditation request in order to resume later or modify the data. An acknowledgment of receipt is sent to applicants at the end of the submission process.

The data are then uploaded in the database of the Directorate General for Communication of the European Commission for the accreditation process. An internal directory will be extracted from this database.

5. **Who has access to the data?**

Direct access to the accreditation management database is limited:

- to the persons responsible for managing and granting accreditations,
- to the persons responsible for authorising or for giving access to any building in which services of EU institutions and bodies are located,
- to the persons managing the issue of service cards of EU institutions and bodies

Extracts from the accreditation database can be made accessible through an internal online directory (photo, name, first name, media organisation, contact info).

- to persons in charge of communication within EU institutions and bodies,
- to persons responsible for the security of Community institutions and bodies,
- to the press attachés of the Permanent Representations to the European Union,
- to the press departments of the Agencies of the European Union
- to the board members of the International Press Association (IPA)

Transfer of personal data within or between Community institutions or bodies will take place according to the stipulations of Article 7 of Regulation (EC) 45/2001. They may be supplied to third parties only after the need for such transfer has been checked, in accordance with Articles 8 and 9 of Regulation (EC) 45/2001, and with the agreement of the International Press Association.

6. **How are the data protected and safeguarded?**

Data is stored in the Commission’s Data Centre in Luxembourg and in the Directorate General for Communication Data Room. It is therefore protected by a number of measures introduced by the Directorate-General for Informatics to protect the integrity and confidentiality of the Commission’s electronic products.

Access to personal data is protected by means of access rights which are strictly limited in accordance with the "need to know" principle and are based on the duties entrusted to access holders.

The usernames (logins) and passwords are managed by the European Commission's common authentication service (ECAS). It should be noted that unsubscribing from the press accreditation management database (and the deletion
of any personal information that may result) is independent of unsubscribing from the Commission’s authentication system, which can give access to other Commission services and systems.

The internal online directory likewise only lists the above particulars and does not allow data relating to all journalists to be displayed simultaneously.

The control log of the online directory permits to verify at any moment what operations have been performed

7. How can you check the data or request that they be corrected or deleted?

According to articles 13-19 of Regulation (EC) 45/2001, any Journalists/technicians may, on request, examine their personal data stored in the database. If s/he does not want certain data to be stored in an electronic format or if s/he wishes to make amendments, s/he must inform the Accreditation Office of the European Commission in writing or by electronic mail.

8. How long are your data kept?

The data you provide is stored in this database for maximum ten years following the expiry of the accreditation unless you expressly request its removal (in which case you will no longer enjoy the facilities provided by the press accreditation).

9. Contact information:

For any question or complaint, please contact COMM-PRESS-ACCREDITATIONS@ec.europa.eu with in the subject line "accreditation for journalist - use of data". In the event of a dispute, complaints can also be addressed to the Data Protection Officer (DPO) of the European Commission (e-mail: Data-Protection-Officer@ec.europa.eu) or to the European Data Protection Supervisor (EDPS; e-mail: edps@edps.europa.eu).

10. Acceptance:

I agree to my professional and private particulars and my photograph being stored in the database managed by DG Communication and by the Security Directorate of the European Commission and I agree to this information being used as set out above.

This acceptance of the processing of my personal data constitutes “data subject’s consent” according to the terms of Article 5.d.) of Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal L 008, 12/01/2001 P. 0001 – 0022).