



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: *INFORM EU network*

Data Controller: Directorate-General for Regional and Urban Policy (REGIO)/Budget, Communication and General Affairs/Communication unit

Record reference: DPR-EC-19888

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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 “**INFORM EU network**” undertaken by *Directorate General for Regional and Urban policy/ Communication unit* is presented below.

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

Purpose of the processing operation:

Directorate-Generaal for Regional and Urban policy/Communication Unit collects and uses your personal information to foster the expertise of Member States and regions in the field of EU communication, visibility and transparency whilst establishing a cooperation platform between the Commission and EU programmes under shared management.

Membership of the “**INFORM EU network**” is open to communication officers working on information and publicity issues in a Managing Authority or Joint Technical Secretariat (European Territorial Co-operation programmes).

The information collected in this network may contain personal data relating to an identified or identifiable natural person and such information may be stored and processed by *Directorate-Generaal for Regional and Urban policy/Communication Unit* to achieve the purpose of the network. This data will be used solely in the framework of the “**INFORM EU network**”, it is only accessible by its users and is not disclosed outside.

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 in the Union institution or body;

(b) processing is necessary for compliance with a legal obligation for which the controller is subject;

The processing operations on personal data linked to the organisation, management, follow-up and promotion of the “**INFORM EU network**”, is necessary following Article 48 of the Common Provisions Regulation:

- Article 48.1: “Each Member State shall identify a communication coordinator for visibility, transparency and communication activities in relation to the support from the Funds”.

- Article 48.2 “Each managing authority shall identify a communication officer for each programme.” (sent via SFC).

- Article 48.3: “The Commission shall maintain the network comprising communication coordinators, communication officers and Commission representatives to exchange information on visibility, transparency and communication activities.”

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

In order to carry out this processing operation *Directorate-Generaal for Regional and Urban policy/Communication Unit* collects the following categories of personal data:

- First name
- Last name
- Email address
- Organisation
- Role
- Country
- EU funds and operational programmes

5. How long do we keep your personal data?

Directorate-Generaal for Regional and Urban policy/Communication Unit will keep your personal data as long as you want to be registered. When you notify your decision to leave the network, your data will be erased and will not be archived.

You have a right to access, erase and modify your data at any time, by sending a message to the Controller, the Head of Unit, to the following mailbox: INFORMEU@ec.europa.eu

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

All personal data in electronic format (emails, documents, databases, uploaded batches of data, etc.) are stored either 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.

The recipient of the data are the *Directorate-Generaal for Regional and Urban policy/Communication Unit* and potential contractors.

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, please feel free to contact the Data Controller, (INFORMEU@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-19888.