



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Management of reference materials (REFMAT) at JRC in Geel

Data Controller: JRC.F.6

Record reference: DPR-EC-01929

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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 “Management of reference materials (REFMAT) at JRC in Geel” undertaken by JRC.F.6 is presented below.

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

Purpose of the processing operation: JRC.F.6 collects and uses your personal information to storage of information related to the reference materials accountancy related to distribution of reference materials.

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, according to Article 5(1) of Regulation (EU)2018/1725:

(a) the 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;

(d) you have given consent to the processing of your personal data for one specific purposes.

Legal basis

- Euratom Treaty
- Agreement DG XII - JRC of 10.03.1994 (this agreement was never revoked, hence still is in force)
- Legal acts establishing the successive research framework programmes for the EU and Euratom and their implementing acts.

We do not process **special categories of personal data**, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

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

In order to carry out this processing operation JRC.F.6 collects the following categories of personal data:

Voluntary data: First Name, Surname, email address of the company contact person(s).

The provision of these personal data is not mandatory. You have the right and possibility to work from a functional mailbox and not to give your name. Hence providing your name is voluntary and implies your consent.

Mandatory data: Email address of the company, company name and address, company telephone number and VAT number (for European companies)

Data processing is necessary to execute orders which are contracts between the organisations to which the data subjects are affiliated and the JRC F.6.

5. How long do we keep your personal data?

JRC.F.6 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for 11 years in line with financial regulations.

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 an external provider company (security has been approved by 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.

Contract staff involved in reference materials distribution will also have access to your data. These are also located at the JRC Geel site and access the data from the JRC Geel.

The information we collect will not be given to any other 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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

Regarding the **mandatory information**, you have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

Regarding the **voluntary information**, you have consented to provide your personal data to JRC.F.6 for the present processing operation. 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.

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:

jrc-rm-distribution@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-01929 - Management of reference materials (REFMAT) at JRC in Geel