

PRIVACY NOTICE – Access to Documents under Regulation (EC) 1049/2001

The European Institute for Gender Equality (EIGE) informs You about processing of Your personal data in compliance with Regulation 2018/1725 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Purpose of processing of personal data

EIGE collects personal data to handle the requests for access to its documents or information from EIGE and to provide the requested information or documents to the requester. Possible consequence for not providing personal data of the individual is the impossibility to manage and respond to such requests.

Legal basis

I. Establishment Regulation of EIGE (EC) No 1922/2006;

II. Regulation (EU) 2018/1725;

III. Regulation (EC) No 1049/2001.

Lawfulness of processing

Processing is necessary for the management and functioning of the Institute; therefore, is lawful under Article 5(a) of the Regulation (EU) No 2018/1725. Public access to documents is necessary for compliance with a legal obligation of EU law to which the Institute is subject, Regulation (EC) No 1049/2001; therefore is lawful under Article 5(b) of the Regulation (EU) No 2018/1725. Also, since the participation in the access to documents is not mandatory and is necessary for protecting data subject's vital interests, the processing is lawful under Article 5(d) (e) of the Regulation (EU) No 2018/1725.

Data categories

I. Personal data collected and further processed will concern the requester, as follows:

- Name (first name, surname);
- Contact details (e-mail address, in certain cases: postal address, country of residence);
- Subject matter of the request.

Data Controller

EIGE is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Data Controller is primarily the Head Administration Unit who ensures the proper implementation of the processing operations in relation to public access to documents procedures.

Access and storage of the data

The data collected will be processed internally by EIGE staff responsible for handling your request and stored on computer systems with limited access. In addition, requests for information may be allocated to EIGE staff within the concerned Unit based on the subject matter of the request.

Personal data is processed by EIGE only. In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

Date when processing starts

Date of submission of a request.

Retention policy

The requests for public access to the documents of the Agency under Regulation (EC) No 1049/2001 are stored as necessary to ensure consistency in the treatment of applications and the correct follow-up to confirmatory applications, complaints and court proceedings.

The data subject has specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725

Right to access data – data subjects have the right to access data at any time by sending an email request to EIGE.SEC@eige.europa.eu

Right to rectify – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

Right to restrict – data subjects have the right to restrict the processing at any moment by sending an email request to EIGE.SEC@eige.europa.eu; and the right to be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing, and to be expressly offered the right to object free of charge to such disclosure or use.

Right to erasure – as long as the reply to the request for access to documents has not yet been issued, data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to dpo@eige.europa.eu.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Controller of EIGE by contacting information at dpo@eige.europa.eu.

Transfers – This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

Other rights – Where applicable, you also have the right to object to the processing or 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 legitimate compelling grounds by sending an e-mail to dpo@eige.europa.eu.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: edps@edps.europa.eu

Contact information

Data Protection Officer of EIGE, e-mail dpo@eige.europa.eu

EIGE Access to documents, e-mail EIGE.SEC@eige.europa.eu