

PRIVACY NOTICE- Expenditure operations

The European Institute for Gender Equality (EIGE) informs you about processing 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

The purpose of this processing operation is the registration and usage of data in EIGE's electronic workflow system DMS, and in the Commission's accounting systems, i.e. ABAC and SAP the various steps of the expenditure procedure, such as legal entities and bank accounts, legal and budgetary commitments, invoices, payments, credit notes, VAT exemptions.

Legal basis

I. Regulation EU 2018/1725, in particular Articles 5(1)(a), 5(1)(b) and 5(1)(c);

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

Lawfulness of processing

EIGE processes your personal data based on 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Data categories

I. General personal data collected and further processed are, in particular:

- Personal data imported from the EC accounting systems, namely ABAC or SAP as well as through information provided by data subject to the Institute (e.g. contracts, invoices, etc.) or are recorded during the expenditure process: identity of legal/financial entity, first name, family name, address, bank account, VAT number and registration number, date and place of birth, etc.;
- A copy of identity document;
- Contact details, such as e-mail, phone number;
- Financial data: bank account number and name, bank statement, financial data declared on the invoices and processed in ABAC/SAP, amounts to be paid, credit notes, EDES information;
- Legal commitments, including their amendments, if relevant.

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 the Head of Administration.

DG Budget (for ABC/SAP) act as data processors on the basis of respective SLAs signed between EIGE and the EC.

Access and storage of the data

Recipients of the data are on the need-to-know basis.

They include staff members to whom the appointing authority has delegated responsibility (financial agents, IT). In addition, service providers involved in the EIGE and EC's accounting system ABAC/SAP. Staff involved in the workflows and/or contractors who assist the Institute in the preparation of the annual accounts. Also, restricted staff of the EC helpdesk and developers, if needed.

The Institute has several security controls in place to protect personal data from unauthorised access, use or disclosure. EIGE keeps the data stored on computer systems with limited access to a specified audience only. External contractors are bound by a specific contractual clause for any processing operations of the data subjects' data on behalf of EIGE. Paper, electronic, database, server and cloud storages are entered and stored also in the EC's SAP accounting system.

EIGE does not intend to share data with Third Countries/International Organisations. In case of the need to share, data is notified before doing so. The European Court of Auditors, OLAF, the IAS, and the external auditors of the annual accounts may be granted access if needed in the particular investigation or similar activity.

Date when processing starts

Date of the submission of the documents in the relevant workflow/system.

Retention policy

Personal data shall be kept for 10 years after the expenditure file is closed (for audit trail reasons might be kept longer).

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 dpo@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 dpo@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. Inaccurate objective data should be rectified without delay upon the data subject's request made to the controller in accordance with Article 18 of Regulation (EU) 2018/1725.

Right to erasure – 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.

Other rights – 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

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