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 of to handle and manage your public access to documents request under Regulation (EC) No 1049/2001, documents of EIGE. The provision of personal data is necessary for the identification of the individuals and for the effective handling of their requests for access to documents. Possible consequence for not providing such data for 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;

Lawfulness of processing
Processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation (EU) 2018/1725). The legal basis for the processing operations on personal data is a legal obligation (Article 5(1)(b) or Regulation (EU) 2018/1725), meaning that this data processing is necessary for our compliance with a legal obligation to which we are subject. Also, since the participation in the access to documents is not mandatory, the processing is lawful under Article 5(d) of the Regulation (EU) No 2018/1725 because “the data subject has unambiguously given his or her consent”.

Data categories
I. Personal data collected and further processed will concern:

- Name (first name, surname);
- Contact details (postal address, country of residence, e-mail address).

II. Personal data contained in the documents requested if released under Regulation (EC) No 1049/2001, as well as in the reply to the application and in related correspondence with the applicant.

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
All recipients are on a "need to know" basis. Access to your personal data is given to authorised staff members dealing with access to documents procedures. Such staff abide by statutory, and when required, additional confidentiality agreements. 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 for the public access to our documents under Regulation (EC) No 1049/2001.

**Retention policy**
The requests for public access to the documents of EIGE under Regulation (EC) No 1049/2001 are stored for the time necessary to fulfil the purpose of collection or further processing, namely no longer than five years after the closure of a case-file, in order 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