

## **PRIVACY NOTICE/PROCUREMENT**

### **Protection of Personal Data in relation to Procurement Procedures and Contract Management**

#### **Identity of controller:**

The Head of Administration Unit responsible for the procurement or/and management of the subsequent contract: data to be found in publish procurement procedures and /or contracts.

#### **Purpose of processing:**

Procurement and contract management operations are needed so EIGE could employ external contractors in order to fulfil its tasks as in Establishment Regulation of EIGE (EC) No 1922/2006.

#### **Data concerned:**

Staff and external collaborators of companies and institutions or individuals participating in procurement procedures and entering into a contractual relation with EIGE.

#### **Type of data processed:**

Data subjects may submit their name, address, sometimes CV, as well as bank account information, financial data concerning economic performance and information covering absence of prior financial irregularities.

#### **Legal basis:**

- (a) Establishment Regulation of EIGE (EC) No 1922/2006;
- (b) Article 5(a), (b), (c), (d) of Regulation 45/2001;
- (c) Title V of EIGE's Financial Rules;
- (d) Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union, as amended;
- (e) Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, as amended.

#### **Recipients of the data processed:**

All recipients are on a "need to know" basis.

Tendering process: Members of the Opening and Evaluation Committees, secretariat of the responsible Unit for the procurement. The name and address of the winner tenderer may be transmitted to the other participants of the tender if they request so. External experts can take also part in the evaluation of tenders when external expertise is required, on the basis of Article 204 FR. Moreover, personal data processed in this context can be transferred to other Institutional recipients as IAS and ECA.

Contract preparation and management: Relevant Project Officer(s), Head and secretariat of the responsible Unit for the procurement, financial and legal verifiers, office of the Director. Financial identification form (bank account information and the address of the owner of the bank account) and legal identify form (name, address, tel., email) are transferred to the European Commission in order to be included in the third party file of the ABAC system for electronic transactions.

**Lawfulness of processing:**

Processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and in particular the Establishment Regulation of EIGE (EC) No 1922/2006, as well as art. 5(c) of the Regulation (EC) N° 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

**The data subject's rights:**

According to Regulation (EC) n°45/2001, you are entitled to access your personal data and rectify, block or delete it in case the data is inaccurate or incomplete. You can exercise your rights by contacting the data controller, or in case of conflict the Data Protection Officer. Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor (EDPS): <http://www.edps.europa.eu>

There is a limitation of the right of rectification after the opening of the tenders in terms of Article 112 of the Financial Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council 966/2012.

**Date when processing starts:**

Date of submission.

**Conservation periods:**

Personal data relating to the performance of the awarded tender: 7 years from completion.

Personal data of unsuccessful tenderers: 5 years.

Extracts from judicial records: 2 years after the accomplishment of a particular procedure.

**Contact information:**

Head of Administration Unit (Data Controller)

European Institute for Gender Equality (EIGE)

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