



Education, Audiovisual and Culture Executive Agency

The Director

Processing of requests for access to documents

Privacy Statement

The Education, Audiovisual and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EC) No 45/2001 on the protection of personal data by the Community institutions and bodies¹.

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the processing of requests for access to documents.

1. Who is responsible for processing your personal data (data controller)?

Education Audiovisual and Culture Executive Agency
For initial applications: The Head of Unit R1
For confirmatory applications: The Director
Postal address: Avenue du Bourget 1, BOUR, BE-1140 Brussels
eacea-info@ec.europa.eu

2. Which personal data are processed? *(cf point 6.2 first column of the notification form)*

All personal data included in the documents requested and personal data of the applicant (name, telephone number, e-mail, bank account, etc.).

3. For which purpose do we process your data? *(cf point 5.3 of the notification form)*

The processing operation is necessary to manage, coordinate and reply to requests for access to documents under Regulation (EC) N° 1049/2001.

5. Who has access to your personal data and to whom is it disclosed?

Access to your personal data may be given on a need-to know basis to the following recipients:

- The Head of Unit R1
- The Director of EACEA
- The document management officer (DMO)
- The Legal sector of EACEA
- The operational unit concerned by the documents requested
- European Commission services if the request concerns documents of the European Commission

¹ Regulation (EC) No 45/2001 of the European Parliament and of 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, OJ L8 of 12.1.2001, p. 1.

In case of control or dispute the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, Internal Audit Capacity, European Commission, OLAF, EU Courts etc.).

6. How long do we keep your personal data?

Initial and confirmatory request for access to documents will be kept for a maximum of 5 years from closure of the case².

7. How can you exercise your rights, such as the right of access and rectification of data concerning you?

You have the right to access your personal data at any time and the right to correct any inaccurate or incomplete information. In case you wish to verify, please contact the Agency upon simple request via the functional mail box: eacea-info@ec.europa.eu addressed to the attention of the data controller

8. Your right to have recourse in case of conflict on any personal data issue

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailboxes. You can also contact EACEA's Data Protection Officer at the following email address: eacea-data-protection@ec.europa.eu.

Should the conflict not be resolved by the Controller, you may lodge a complaint with the European Data Protection Supervisor at any time: Website <http://www.edps.europa.eu>; E-mail: edps@edps.europa.eu.

9. On which legal basis are we processing your personal data?

1. Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes (OJ L 11 of 16.01.2003, p. 1): Article 23, paragraph 1.
2. Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.
3. Commission Decision of 5 December 2001 amending its rules of procedure C(2001)3174 (detailed rules for the application of Regulation (EC) 1049/2001).
4. Decision AE/2005/CD03/D-1 final of the Steering Committee of 13 June 2005 adopting rules for the implementation of Regulation (EC) No 1049/2001 of the European Parliament and of the Council regarding public access to documents.

² in line with the Common Retention List (CRL) SEC(2007)970, Annexe 1, page 16, point 9.6.1.