

## PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: **EU Whoiswho – Official Directory of the European Union**

Data Controller: Publications Office of the European Union, unit A.5  
"OP Portal"

Record reference: DPR-EC-00447

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### 1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights

you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "EU Whoiswho – Official Directory of the European Union" undertaken by unit A.5, "OP Portal" of the Publications Office of the European Union, is presented below.

## 2. Why and how do we process your personal data?

Purpose of the processing operation: Unit C.1, "OP Portal" of the Publications Office collects and uses your personal information for publication in the EU Whoiswho, <https://op.europa.eu/web/who-is-who>.

The processing operation consists of making the official directory of staff working for the EU institutions, bodies and agencies as well as of the members of Parliament and other groups publicly available.

Your personal data will not be used for an automated decision-making including profiling.

## 3. On what legal ground(s) do we process your personal data

We process your personal data, because:

– processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

and/or

– processing is necessary for compliance with a legal obligation to which the controller is subject

Legal basis for the processing: mandate of the Publications Office, Decision 2009/496/EC, Euratom of the European Parliament, the Council, the Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee and the Committee of the Regions of 26 June 2009 on the organisation and operation of the Publications Office of the European Union.

#### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation unit A.5, "OP Portal" of the Publications Office collects the following categories of personal data:

Commission internal staff: surname and first name (abbreviated for "non management" staff); telephone number. Parliament secretariat internal staff (only management): surname and first name, telephone number and addresses. For other EU staff, the data depends on the choice of the respective EU institution.

For these data subjects, the generic work address (building), generic e-mail address and central telephone number of the organisation are listed.

Members of the European Parliament and political group secretariats, Council permanent representatives committee members, Stabilisation and association council members, Heads of EU Delegations and Offices: the data may additionally include full first name, full e-mail and office address, telephone number and portrait photo.

A full overview of data categories is contained in the annex "EU Whoiswho data fields".

We have obtained your personal data from your unit/department in charge of human resources, via an automated or semi-automated data transfer.

#### **5. How long do we keep your personal data?**

Unit A.5, "OP Portal" of the Publications Office keeps your personal data for the time necessary to fulfil the purpose of the collection or further processing, namely for maintaining an up-to-date directory of EU staff in the EU Whoiswho. If you change your position within the EU services, this will be reflected after a short delay in the EU Whoiswho. If you leave the EU services, your personal data will disappear from the EU Whoiswho after a short delay.

Apart from the EU Whoiswho website, the Publications Office also produces the following versions:

- An annual complete directory version (PDF), which is kept in the Archive section of the site (<https://op.europa.eu/web/who-is-who/archive>) and retained there for historical purposes;
- Bi-monthly extracts per EU institution (PDF). As these are updated regularly, each new version overwrites the previous one (which is not archived).
- In addition, the data of the EU Whoiswho is made available for download from the EU Open Data Portal (<https://data.europa.eu/>).

At any time, your personal data is archived in a non-public database, from which it will be deleted after 5 years for non-political important persons (PIP) (e.g. EU staff not in a management position).

## 6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the

nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. The information we collect will not be given to any third party.

The directory is public

on <https://publications.europa.eu/en/web/who-is-who>.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14–25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

#### **9. Contact information**

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit A.5, "Official Journal and Case-law" of the Publications Office, [info@publications.europa.eu](mailto:info@publications.europa.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

#### **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-00447**.