

INFORMATION NOTE



The Agency would like to inform the applicants for the Fundamental Rights Platform that the following data are being collected, organized, recorder, stored, used, consulted, adapted, disclosed and disseminated to examine the applications, to contact the selected applicants and to further cooperate with the selected NGOs and other institutions of civil society.

- **'Call for participation in the Fundamental Rights Platform'**

Purpose: The purpose of the collection of the processing of the personal data is

1. to examine applications for the purpose of selecting participants of the Fundamental Rights Platform,
2. to contact the selected applicants for the Fundamental Rights Platform, and
3. to further cooperate with selected NGOs and other Institutions of civil society.

Data Controller: The Data Controller is the Head of Department. This data is available on request by the Head of Department and only for the purposes listed above.

Legal Basis: The Legal basis of the processing operation for which the data are intended is Article 5 (a) of the Regulation 45/2001 and the Regulation 168/2007.

Access to the Data: Data can be accessed by the Data Controller and delegated staff.

Data Subjects are informed of the following rights inline with Article 14, 15, 16, 17, 18 of Regulation 45/2001:

- **Right to access data** – The data subjects have the right to access data immediately upon request addressed to the Head of Department.
- **Right to block** – The data subjects can obtain from the Data Controller the blocking of data. They can request blocking of data by an E-mail or by fax sent to the Head of Department.
- **Right to rectify** – The data subjects can obtain from the Data Controller the rectification without delay of inaccurate or incomplete personal data.
- **Right to erase** – The data subjects have the right to have their data erased. This right is applicable if the processing of data is unlawful.
- **Right to object** – The data subjects have the right to object at any time, on compelling legitimate grounds relating to their particular situation, to the processing of data.
- **Right to obtain notification to third parties** – If the personal data is disclosed to third parties, data subjects shall have the right to notify those

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- third parties of any rectification, erasure or blocking of data. The data subjects can obtain from the Controller the rectification without delay of inaccurate or incomplete personal data.
- **Right to have recourse** at any time to the European Data Protection Supervisor (EDPS)

Retention policy

1. **Personal data** is stored until 2012 (based on the Multi Annual Framework 2007-2012). This period may be extended depending on the new MAF of the Agency.
2. The data stored is: name and address of the data subject, contact details like E-mail addresses, phone, mobile and fax numbers, postal addresses. In addition, descriptions of the applicant organizations' activities are stored.

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