



INFORMATION NOTICE

The Agency would like to inform civil society organisations active in the field of fundamental rights and wishing to cooperate within the Agency's Fundamental Rights Platform (FRP) mechanism that the following data are being processed to allow the FRA to register and, hence, to cooperate with interested civil society organisations active in the field of fundamental rights. To this end, each organisation is also asked to name at least one contact person.

Fundamental Rights Platform registration

Purpose: The purpose of the processing of the personal data is to register (and hence to cooperate with) civil society organisations active in the field of fundamental rights who wish to cooperate with FRA and with other civil society organisations within the FRP (see Article 10 of the Council Regulation (EC) No 168/2007 of 15 February 2007 establishing a European Union Agency for Fundamental Rights), incl. the dissemination of relevant FRA information and data to the registered organisations. To this end, each organisation interested to participate in the FRP mechanism needs to communicate at least one contact person to the Agency. Furthermore, the FRA will publish on the FRA website generic information of registered civil society organisations, i.e. organisation's name and acronym, thematic area of work, country, city, website address.

Description of Data: The data processed consist of the following categories:

- Organisation details (organisation's name(s), acronym(s), seat, postal address, website address, social media addresses, number of staff, type of organisation, geographical scope);
- Areas of work (themes/fields of operation, main activities);
- Organisation's contact points (personal contact data of relevant staff i.e. names, job titles, e-mail addresses, telephone numbers).

Data Controller: The Data Controller is the Agency and for practical reasons the responsible person is the Head of Fundamental Rights Promotion Department (FRPD).

Legal Basis: The Legal basis of the processing operation for which the data are intended is Article 5 a) and d) of Regulation (EC) No 45/2001.

Access to the Data: Their own data can be accessed by each registered organisation themselves. Within FRA, the data can be accessed in full by the Head of the Fundamental Rights Promotion Department as well as by the following positions in FRPD by delegation:

- Programme Manager in charge of the FRP;
- FRA Staff members responsible for sending out of information from the database (protected by password).

Data Subjects are informed of the following rights in line with Articles 13, 14, 15, 16, 17, 18 of Regulation (EC) No 45/2001:



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Right of access – Data subjects have the right to access his or her personal data at any time and free of charge, by sending an email request to the FRP@fra.europa.eu. The Agency will address the request within one month from the receipt of the request.

Right to rectify – Data subjects have the right to rectify their inaccurate or incomplete personal data at any time and free of charge, by sending an email request to the FRP@fra.europa.eu. The Agency will address the request within one month from the receipt of the request.

Right to block – Data subjects have the right to block their data at any time and free of charge by sending an email request to the FRP@fra.europa.eu, where their accuracy is contested by the data subject; or the controller no longer needs them for the accomplishment of its tasks but they have to be maintained for purposes of proof; or the processing is unlawful and the data subject opposes their erasure and demands their blocking instead. The Agency will address the request within one month from the receipt of the request.

Right to erasure – Data subjects have the right to request to the controller at any time and free of charge the erasure of their data, if their processing is unlawful, particularly where the provisions of Sections 1, 2 and 3 of Chapter II have been infringed, by sending an email request to the FRP@fra.europa.eu. The Agency will address the request within one month from the receipt of the request.

Right to object – Data subjects have the right:

- To object at any time and free of charge, by sending an email request to the FRP@fra.europa.eu, on compelling legitimate grounds relating to his or her particular situation, to the processing of data relating to him or her, except in the cases covered by Article 5(b), (c) and (d). Where there is a justified objection, the processing in question may no longer involve those data. The Agency will address the request within one month from the receipt of the request.
- 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. The Agency will address the request within one month from the receipt of the request.

Right to have recourse – Pursuant Article 11 of Regulation 45/2001, data subjects have the right to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Head of the Fundamental Rights Promotion Department, i.e. the Data Controller, by contacting the FRP@fra.europa.eu.

Date when processing starts: 20 March 2017.

Place of storage: Only electronic storage is foreseen in the Agency's Customer Relations Management (CRM) database.



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Retention policy: The **Fundamental Rights Platform registration data** is stored for a period of 5 years (see Article 2 of FRP terms of reference of March 2017), renewable on written request by the registered organisation(s), following an invitation by FRA for renewal.

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