

## INFORMATION NOTE

The Agency would like to inform how the processing of personal data of data subjects requesting access to documents under Regulation (EC) 1049/2001 will be handled.

**Purpose:** The purpose of the collection and the processing of the personal data is to allow the management of requests for public access to documents handled by the Agency in accordance with Regulation (EC) 1049/2001.

For the purpose of the request for public access to documents, it is a mandatory requirement for the applicant to provide the following personal data: first name, surname, e-mail address, postal address, postcode, town/city, country of residence and/or a copy of the current legal identity of the applicant.

**Data collected and processed:** first name, surname, e-mail address, postal address, postcode, town/city, country of residence. The personal data of the applicant is handled in conformity with the provisions and requirements of Regulation (EC) 45/2001.

**Data Controller:** The Data Controller is the Head of Administration of the Agency.

**Legal Basis:** The Legal basis of the processing operation for which the data are intended is Article 5 of the Regulation (EC) 45/2001 and Regulation (EC) 1049/2001.

**Access to the Data:** Data can be accessed by the Data Controller and staff performing activities related to the handling of the access to documents requests.

Data Subjects are informed of the following rights in line with Article 2 of Regulation (EC) 1049/2001 and Articles 13, 14, 15, 16, 17, 18 of Regulation 45/2001, respectively:

- **Right of access to documents of the institutions** – Any citizen of the Union, and any natural or legal person residing or having its registered office in a Member State, has a right of access to documents of the institutions, subject to the principles, conditions and limits defined in Regulation (EC) 1049/2001.
- **Right of access** – Data subjects have the right to access their personal data at any time within three months from the receipt of the request, and free of charge, by sending an email request to the [information@fra.europa.eu](mailto:information@fra.europa.eu).
- **Right to rectify** – Data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.
- **Right to block** – Data subjects have the right to block their data, by sending an email to the [information@fra.europa.eu](mailto:information@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.



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- **Right to erasure** – Data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful, by sending an e-mail to [information@fra.europa.eu](mailto:information@fra.europa.eu).
- **Right to obtain notification to third parties** – Data subjects have the right obtain from the controller the notification to third parties to whom the data have been disclosed of any rectification, erasure or blocking pursuant to Articles 13 to 16 of Regulation (EC) 45/2001 unless this proves impossible or involve a disproportionate effort.
- **Right to object** – Data subjects have the right:
  - To object at any time, by sending an email request to the [information@fra.europa.eu](mailto:information@fra.europa.eu), on compelling legitimate grounds relating to their particular situation, to the processing of data relating to them, 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; and
  - 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.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Head of Administration, the Data Controller, by contacting the [information@fra.europa.eu](mailto:information@fra.europa.eu).

Data subjects have the **right to have recourse** at any time to the European Data Protection Supervisor (EDPS) in accordance with Article 11 of Regulation (EC) 45/2001.

### Retention policy

The data will be kept for a maximum period of 5 years, in order to ensure consistency in the treatment of applications and the correct follow-up to confirmatory applications, complaints and court proceedings. Statistics kept for a longer period will be first anonymised.

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