

## PRIVACY NOTICE

### Public access to Documents under Regulation (EC) 1049/2001

This Privacy Notice explains what kind of personal data the Agency collects from you and how the Agency uses that data.

#### **1. Why we collect personal data?**

We collect the data to enable FRA to handle and manage your public access to documents request under Regulation (EC) No 1049/2001, documents of our Agency.

#### **2. What kind of data does the Agency collect?**

The Agency collects data related to identification and contact details: first name, surname, email address, postal address, postcode and the country of residence.

#### **3. Who is responsible for the processing of the data?**

The Agency is the legal entity for the processing of personal data and who determines the objective of this processing activity. The Head of Corporate Services department is responsible for this processing operation.

#### **4. Which is the legal basis for this processing operation?**

Public access to documents is necessary for the management and functioning of the Agency. Therefore, the processing is lawful under Article 5(a) of the Regulation (EC) No 45/2001.

Public access to documents is necessary for compliance with a legal obligation of EU law to which the Agency is subject, Regulation (EC) No 1049/2001. Therefore, the processing is lawful under Article 5(b) of the Regulation (EC) No 45/2001.

Also, since the participation in the access to documents is not mandatory, the processing is lawful under Article 5(d) of the Regulation (EC) No 45/2001 because “the data subject has unambiguously given his or her consent”.

Moreover, processing is necessary for protecting your vital interests. Therefore, the processing is lawful under Article 5(e) of the Regulation (EC) No 45/2001.

#### **5. Who can see my data?**

The public access to documents requests received by the Agency are directed towards the Access to Documents Team, and only this team can access your data.

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### 6. How to control your data?

You can view, edit or delete your personal data online by sending an email request to [documents@fra.europa.eu](mailto:documents@fra.europa.eu).

### 7. Can I access my data?

You can access, modify or delete your personal data by sending an email request to [documents@fra.europa.eu](mailto:documents@fra.europa.eu). More details are provided below.

### 8. Can I modify my data?

You have the right to modify your data without delay of inaccurate or incomplete personal data at any time by sending an email request to [documents@fra.europa.eu](mailto:documents@fra.europa.eu). You have the right to update or correct at any time your identification data.

### 9. Can I block you from processing my data?

You have the right to block the processing of your personal data at any time by sending an email request to [documents@fra.europa.eu](mailto:documents@fra.europa.eu) when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data.

### 10. Can I delete my data?

You have the right to delete your data at any time by sending an email request to [documents@fra.europa.eu](mailto:documents@fra.europa.eu) when the processing activity is unlawful.

### 11. Do you share my data with other organisations?

Personal data is processed by the Agency only. In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

### 12. Do I have the right to object?

Yes, you have the right to object at any time by sending an email request to [documents@fra.europa.eu](mailto:documents@fra.europa.eu) when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes.

The Agency will address your requests within 15 working days from the receipt of the request.

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### 13. What can I do in the event of a problem?

a) The first step is to notify the Agency by sending an email to [documents@fra.europa.eu](mailto:documents@fra.europa.eu) and ask us to take action.

b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu).

c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, which will examine your request and adopt the necessary measures.

### 14. When will we start the processing operation?

We will start the processing operation when you are submitting your application for the public access to our documents under Regulation (EC) No 1049/2001.

### 15. Security of personal data

The Agency has in place several security controls to protect your personal data from unauthorised access, use or disclosure. We keep your data stored on computer systems with limited access to a specified audience only.

### 16. How long do we keep your data?

The requests for public access to the documents of the Agency under Regulation (EC) No 1049/2001 are stored for a maximum period of five years, in order to ensure consistency in the treatment of applications and the correct follow-up to confirmatory applications, complaints and court proceedings.

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