



## SPECIFIC PRIVACY STATEMENT - REQUESTS FOR INFORMATION

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This privacy statement relates to the European Court of Auditors' (ECA) processing of personal data collected from persons requesting information from the ECA. The manner in which the ECA processes your personal data and safeguards the privacy of those data is described below.

By filling in the information request form, you consent to the data practices described in this statement.

### **Legal Framework**

Requests for information will be dealt with in accordance with European Court of Auditors' Decision No 12/2005 regarding public access to ECA documents, and with Article 42 of the Charter of Fundamental Rights of the EU. Responsibility for dealing with requests for information lies with the Director of the Directorate of the Presidency (DOP).

### **What personal data do we collect?**

The form allows us to collect personally identifiable information, such as your first and last names, e-mail address and nationality.

### **What is the purpose of the data collection?**

The sole purpose is to provide an optimal and prompt response to all requests for information from the general public.

### **Who has access to your information and to whom is it disclosed?**

Access to your personal data is limited to the ECA's DOP, which registers all requests for information from the general public, and the services responsible for replying to the requests received. Other recipients of your personal data may be internal and/or external auditors, the Data Protection Officer, the European Data Protection Supervisor, or the Ombudsman (in the case of complaints).

### **What security measures are taken to safeguard against possible misuse of or unauthorised access to your information?**

The data sets are stored safely in the ECA's Data Centre in Luxembourg and are therefore covered by numerous measures taken to protect the integrity and confidentiality of the institution's electronic assets.

Access to personal data is strictly limited to specific user groups. Right of access is granted on a "need to know" basis and account is taken of the function, job and responsibilities of the person seeking right of access. Such rights are therefore continually updated in line with changes in the assignments of members of staff.

Logins and passwords are managed by the ECA's common-access-right service. "Audit trail" techniques mean that there is a record of every instance of access or manipulation of personal data on the website. Staff may only view, print and save data to which they have specific rights of access.

The ECA's Secretary-General has overall responsibility for both implementation of the rules concerning the grant of access rights, and compliance with the rules on data protection. The Director of the DOP decides who has access to the system and to which part.

### **How long do we keep your data?**

Your personal data will be deleted from the DOP request register five (5) years after you have submitted your request for information.

### **Rights of access and rectification**

Pursuant to Article 11(1)(e) of Regulation (EC) No 45/2001, you are entitled to request access to the personal data the ECA holds in your regard and to have them rectified, updated, blocked or deleted if they are inaccurate. You may do this by contacting the ECA at [ECA-info@eca.europa.eu](mailto:ECA-info@eca.europa.eu).

### **Whom should you contact if you have any queries or complaints?**

The first point of contact is via [eca-info@eca.europa.eu](mailto:eca-info@eca.europa.eu), which is managed by the ECA's Directorate of the Presidency. Should you require any additional information or wish to make a complaint regarding the processing of your personal data, you may contact the Data Protection Officer:

European Court of Auditors  
Data Protection Officer  
1615 Luxembourg  
LUXEMBOURG  
Tel.: +352 4398-47777  
Fax: +352 4398-46450

E-mail: [eca-data-protection@eca.europa.eu](mailto:eca-data-protection@eca.europa.eu)

You have the right to lodge a complaint with regard to the processing of your personal data at any time with the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).