



EUROPEAN
COURT
OF AUDITORS

DATA PROTECTION - SPECIFIC PRIVACY STATEMENT REQUESTS FOR INFORMATION AND ACCESS TO DOCUMENTS

This privacy statement relates to the European Court of Auditors' (ECA) processing of the personal data given by individuals filling in the contact form and choosing the category "General queries" or sending to the ECA a request for information or access to documents.

The manner in which the ECA processes your personal data and safeguards your privacy is described below.

By contacting the ECA, you consent to the data practices described in this statement.

Who is responsible for the handling of your data?

Data processing operations relating to requests for information or access to documents are carried out under the responsibility of the Head of the Legal Service, who is the data controller.

Why do we collect your data?

The sole purpose is to respond rapidly and satisfactorily to all requests for information/access to documents addressed to the ECA by the general public, or to members of the public who voluntarily communicate information to the ECA.

What are the rules governing the use of your data?

The legal framework for the ECA's processing of personal data is given by [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Requests for information and documents will be dealt with in accordance with Article 15 of the Treaty on the Functioning of the European Union, Article 42 of the Charter of Fundamental Rights and [ECA Decision No 12-2005](#) of the European Court of Auditors regarding public access to ECA documents, as further amended by [ECA Decision No 14-2009](#).

What personal data do we collect?

Your first and last name, e-mail address, gender, nationality and any other personal data that you decide to share and to whose processing you consent.

Who has access to your data and to whom will your data be disclosed?

The staff of the ECA's Legal Service have access to and will process your personal data according to the "need to know" principle. The data may be shared with other ECA departments if this is deemed necessary in order to reply to your request (for example, another ECA department competent for the matter mentioned on the request).

Your personal data may be transferred to other recipients: internal and/or external auditors, the ECA's translation directorate (if translation is required) the Data Protection Officer, the European Data Protection Supervisor, or the Ombudsman if you lodge a complaint.

How do we safeguard against possible misuse of or unauthorised access to your data?

We store the data we have about you securely in the ECA data centre, which is located in Luxembourg. You are therefore covered by the numerous measures we have taken to protect the availability, integrity and confidentiality of our own electronic assets.

Access to personal data is restricted to a specific user group. Access rights are granted on a “need to know” basis, taking account of the role, post and responsibilities of the person concerned. These rights are continually updated as staff assignments change.

The ECA’s Secretary-General has overall responsibility for implementing the rules on access rights and for compliance with the rules on data protection, but he has delegated responsibility in these areas to different entities.

The ECA’s Information Security Officer ensures that our information security policy is correctly implemented and that the related checks are tested for efficiency.

How long do we keep your data?

Your personal data will be erased from the ECA-INFO register five (5) years after the date on which you submitted your request.

What are your rights?

Your rights in respect of your personal data are set out in Articles 17 to 24 of Regulation (EU) 2018/1725.

You have the right to access your personal data and to have them rectified without undue delay if it is inaccurate or incomplete.

Under certain conditions, you have the right to ask us to erase your personal data or to restrict their use. Where applicable, you have the right to object to the processing of your personal data, at any time, on grounds relating to your particular situation, and the right to data portability.

You can request that we communicate, insofar as possible, any changes to your personal data to other parties to whom your data have been disclosed.

We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. This period may be extended by two further months where necessary.

You can exercise your rights by contacting the data controller, using the contact information given below.

Who should you contact if you have any queries or complaints?

The first point of contact is the data controller at [eca-info\(at\)eca.europa.eu](mailto:eca-info(at)eca.europa.eu).

Should you require further information or wish to make a complaint regarding the processing of your personal data, you may also contact the Data Protection Officer.

European Court of Auditors

Data Protection Officer

12 rue Alcide de Gasperi

1615 Luxembourg

LUXEMBOURG

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

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