



## ***PRIVACY STATEMENT***

Personal data provided by the applicants are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Procurement Officer in the Legal services group acting as Data Controller, regarding the collection and processing of personal data.

### ***1. Purpose(s) of the processing***

Upon reception of your application by EEA, your personal data is collected and further processed for the purpose of pre-selecting candidates who will be invited to submit tenders in response to future EEA restricted tendering procedures.

### ***2. Recipients of the data processed***

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of monitoring or inspection task in accordance with European Union law:

- EEA staff as well as external experts or contractors who work on behalf of the EEA for the purpose of evaluation of applications (appointed members of evaluation committee, external experts, project manager responsible for the implementation of contract)
- Other EEA staff members: in case you are pre-selected and entered in a list of candidates for possible future invitations to tender, your personal data will be published on EEA's intranet. The information will concern in particular your name and contact details (address, telephone, fax, email address), the relevant sub-list(s) in the thematic field for which you have been selected.

### ***3. Personal data concerned***

The personal data of applicants provided during the selection, evaluation and management phases of the call for expression of interest.

### ***4. Obligatory or optional data***

Applicants are free to give their data on a voluntary basis; failure to provide data could imply exclusion from the selection and evaluation procedure.

### ***5. Categories of data processed***

Personal data collected and further processed concern the applicants (if he/she is a natural person), its staff and subcontractors (for legal persons). Information can relate to all or some of the following data:

- Name (title, first name, surname) and function ;

- Contact details (company and department, postal address, country of residence, business telephone number, mobile telephone number, fax number, e-mail address, internet address);
- Bank account details (Account number, name of the account holder, name and address of the bank, IBAN and BIC codes);
- Passport/ID number (natural persons) or company registration number (legal persons), VAT number and/or membership in a trade or professional organisation;
- Information for the evaluation of selection criteria: financial and economic capacity (bank statements or professional risk indemnity insurance or balance sheet or statement of turnover), expertise, technical and language skills, educational background, professional experience including details on current and past employment);
- Certificates for social security contributions and taxes paid, extract from judicial records;
- Other personal data contained in CVs (Gender, place and date of birth, nationality);
- Other personal data contained in the application or offer (hourly/daily rate, credentials)

## **6. *Modalities for the processing operation***

Personal data is provided by submission of an application. The information is processed manually for the purpose of pre-selection of candidates who may be invited to submit a tender in response to future restricted tendering procedures (contacts with applicants during the evaluation process, written notifications to the applicants upon completion of the evaluation process).

## **7. *Safeguarding of data processed***

All applications are stored in locked cupboards/offices during the evaluation process.

After completion of the pre-selection procedure, the collected personal data and all related information are stored on the premises of the EEA which abide by the EEA's security policy and provisions.

## **8. *Right of access and rectification***

Applicants have a right to access their data and to update or correct their personal data at any time during the period of validity of the list(s) drawn up following the call for expression of interest. The right to rectify the information already provided can only apply to the factual data processed within the concerned pre-selection procedure. The right to rectify can only be exercised up to the closing date for submission of applications. However, inaccurate identification data may be rectified at any time during and after the pre-selection procedure.

Any request for access or rectification of personal data shall be addressed in writing at the address mentioned in the contact information mentioned in the notice of a call for expression of interest (under paragraph 1) or at the following address [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu), or to the EEA's Procurement services at the following

address European Environment Agency, ADS4, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

## **9. Legal basis**

The legal bases for the processing operations on personal data are the following:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248/1 of 16.9.2002) and the subsequent regulations and corrigenda amending and correcting that regulation;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 357/1 of 31.12.2002) and the subsequent regulations and corrigendum amending and correcting that regulation;

## **10. Legality of processing**

Processing is necessary

- For the performance of tasks carried out in the public interest on the basis of the Financial Regulation and its implementing rules (Article 5(a) of Regulation (EC) No 45/2001);
- To ensure compliance of the data controller with the legal obligations stated in the Financial Regulation and its implementing rules (Article 5(b) of Regulation (EC) No 45/2001);
- To take steps prior to entering into a contract with the data subjects (Article 5(c) of Regulation (EC) No 45/2001).

## **11. Data retention**

- Files relating to the selection of candidates including personal data are to be retained in the group/programme in charge of the call for expression of interest until the end the call for expression of interest for which it is submitted, and in the archives for a period of 5 years following the closure of the call for expression of interest.
- The files might be retained until the end of a possible audit if one started before the end of the above periods.

## **12. Right to appeal**

Applicants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; [EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) if they consider that their rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of their personal data by the EEA.

Applicants may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of their personal data at the following e-mail address: [Data.ProtectionOfficer@eea.europa.eu](mailto:Data.ProtectionOfficer@eea.europa.eu)