

## RECORD OF PROCESSING OPERATION<sup>1</sup> ON BDR User Directory

Nr.	Item	Description
1.0	Last update of this record	13.3.20
1.1	Reference number	BDR User Directory
1.2	Name and contact details of controller	Head of Group CET1 Mitigation, Energy and Transport <a href="mailto:BDR.helpdesk@eionet.europa.eu">BDR.helpdesk@eionet.europa.eu</a>
1.3	Name and contact details of joint controller(s) (where applicable)	N/A
1.4	Name and contact details of the processor (where applicable)	Marco De Communication
1.5	Name and contact details of the DPO	<a href="mailto:DPO@eea.europa.eu">DPO@eea.europa.eu</a>
1.6	Purpose of the processing	Management and administration of the Reportnet Business Data Repository (BDR) in the framework of implementation of the ODS Regulation, the F-gas Regulations, the Regulation setting emission performance standards for new cars and vans, and the HDV monitoring and reporting Regulation. User data is also used by EEA and its delegated representatives to contact data subjects with queries or feedback concerning information or data submitted to the BDR.
1.7	Description of categories of persons whose data the EEA processes and list of data categories	Persons whose data is processed are company reporters using BDR to submit company-related data.  The only personal data collected and further processed is the information encoded by the designated company reporter him/herself in the on-line form, which include in particular: oName (title, first name and surname) and function;

<sup>1</sup> Record of EEA activities processing personal data, based on Article 31 of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

		<p>oContact details (company and department, postal address, country of residence, business telephone number, mobile telephone number, fax number, e-mail address and internet address)</p> <p>The information provided is only used for the purpose of getting in contact with the designated company reporter.</p>
1.8	Time limit for keeping the data	<p>Personal data is kept for communication purposes as long as follow-up actions to the yearly reporting obligations are necessary. Thereafter, personal data is kept for historical purpose only and to maintain change logs.</p>
1.9	Recipients of the data	<p>The BDR is not publicly accessible. All recipients of the data are on a “need to know” basis, and are:</p> <ul style="list-style-type: none"> <li>o Designated EEA project managers and helpdesk managers;</li> <li>o Designated external experts or contractors who work on behalf of the EEA for the purpose of data management and compilation, quality assessment and evaluation;</li> <li>o The competent European Commission staff members as well as contractors who work on behalf of the European Commission;</li> <li>o For ODS and F-gas reporters only: designated Member State staff members (access is restricted to the data relevant for the specific Member State).</li> </ul>
1.10	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>No</p>
1.11	General description of security measures (where possible)	<p>The personal data collected in the Reportnet Business Data Repository (BDR) can only be accessed by designated EEA staff members and designated external experts or contractors acting on its behalf using a valid Username and Password.</p> <p>The designated EEA staff members as well as the designated external experts or contractors who work on behalf of the EEA sign a declaration of confidentiality every year before performing any work pertaining to the management and administration of the BDR.</p>
1.12	Measures for providing additional information, including how data subjects may exercise their rights of access, rectification, data portability (where applicable), etc.	<p>Information on data confidentiality and protection is provided on the Reportnet Business Data Repository, on the following link: <a href="https://bdr.eionet.europa.eu/help/dataconfidentiality">https://bdr.eionet.europa.eu/help/dataconfidentiality</a>, whereas a specific privacy statement is available here: <a href="https://bdr.eionet.europa.eu/help/privacystatement">https://bdr.eionet.europa.eu/help/privacystatement</a>.</p>