



PRIVACY STATEMENT

Statement on personal data protection within the framework of Intranet log files

Personal data provided by the users is 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 Head of Operational Services Programme acting as Data Controller, regarding the collection and processing of personal data.

1. *Purpose(s) of the processing*

Personal data in the context of recording of Intranet logs is collected and further processed for technical purposes such as management of access rights and delivery of the services, production, optimisation, error detection and bug correction.

2. *Recipients of the data processed*

Data is only accessed by in-house developers or system administrations for strict technical reasons. No personal data is shared with third parties.

3. *Personal data concerned*

The personal data of users of the EEA intranet, i.e. all EEA staff members and contracted consultants.

4. *Obligatory or optional data*

Users are required to disclose the relevant personal data for the purpose described above

5. *Categories of data processed*

Personal data collected and further processed concern the intranet users (natural person). Information can relate to all or some of the following data:

Date and time, IP-number, username, browser type, pages accessed and action taken

6. *Modalities for the processing operation*

Personal data is processed manually for the purposes above mentioned. The intranet site saves logs with access information to the various areas on the intranet.

7. *Safeguarding of data processed*

The collected personal data and information related to log files are stored on a server accessible only to technical staff as mentioned above.

8. *Right of access and rectification*

You have no direct access to your personal data stored by the EEA. In case you wish to verify or modify any of your personal data, exerting your rights as laid down in Section 5 of Regulation (EC) No 45/2001 on the protection of personal data and the processing thereof, please contact the data Controller via e-mail at helpdesk@eea.europa.eu or in writing at the following address: European Environment Agency, OSE, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

Any request for access or rectification of personal data shall specify explicitly the object and purpose(s).

Please note that modifications to registered data are made only if based on compelling grounds.

9. *Legal basis*

The processing operations on personal data linked to the logging of Intranet activities is necessary for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009, and in particular Article 2 thereof, and for the internal communication and functioning of the EEA.

10. *Legality of processing*

The data processing is considered lawful because it is necessary for the performance of tasks carried out in the public interest on the basis of Regulation (EC) No 401/2009 or in the legitimate exercise of official authority vested in the EEA (Article 5(a) of Regulation (EC) No 45/2001).

11. *Data retention*

Personal data is kept for a period of 12 months and then deleted. No data is kept for historical or statistical purposes.

12. *Right to appeal*

EEA staff members and contracted consultants are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; 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.

They 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.