

**RAPID**  
**General notification – Specific privacy statement**

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## 1. INTRODUCTION

This declaration applies to the system RAPID in its entirety, as far as its use by the Communication DG of the European Commission (hereafter DG COMM) is concerned.

RAPID is an information system which focuses on the collection, processing and publication of press releases. The main objective of the RAPID service is to provide users with the most flexible tool possible for searching and consulting documents in different formats. All documents within RAPID are publically available; no personal username is required. However, users may obtain and use a personal username in order to personalise their working environment within RAPID.

### Advantages of the different options for use

	Accessing the system without a personal username (invited user)	Accessing the system with a personal username (registered user)
Access to published documents on RAPID	√	√
Access to RAPID's archive research module	√	√
Definition of one or more research profiles		√
Sending of notifications based on defined profiles		√

The management of user preferences requires the processing of personal data. It is therefore subject to Regulation (EC) No 45/2001 of the European Parliament and the Council of 18 December 2000.

This statement explains how the system processes user data, and how confidentiality is maintained.

## 2. WHY DO WE COLLECT INFORMATION ABOUT YOU?

The principal objective of processing user account data is to ensure the effective distribution of press releases stored in the RAPID database, and an effective service for users. Where users create personal usernames to choose, for example, the user interface language or the language of the press releases, or to subscribe to press releases and receive notifications by email, the data provided must be retained for possible future use. The general processing of these data for statistical and technical purposes also allows us to gain a better understanding of the use of press releases, and improve the services provided by DG COMM.

The Commission will not use your personal information for purposes other than those listed above.

## 3. WHAT INFORMATION IS COLLECTED?

The information collected includes, where applicable, personal information (surname and forename), contact details (email address), and the retention of user preferences (possibility to save custom searches and to create email notifications)

#### **4. TO WHOM IS YOUR INFORMATION DISCLOSED?**

In accordance with its intended purpose, the processing of data is entrusted to the RAPID system administrator located within DG COMM (unit A3: Media Analysis and Evaluation).

Access to your information is limited to:

- RAPID system operators (DG COMM/A3);
- RAPID system managers (when strictly necessary), located within DG COMM (unit D4: Informatics) or DIGIT (unit A3: Services Oriented Solutions);
- by delegation, any other person delegated on a "need to know" basis.

Moreover, according to the needs of the service under exceptional circumstances, your data could also be passed on to the following recipients:

- monitoring: Internal Audit Capability (IAC), Internal Audit Service (IAS); Court of Auditors; European Data Protection Supervisor;
- investigation: OLAF; Investigation and Disciplinary Office of the Commission, Civil Service Tribunal, European Ombudsman;

Information is accessed in line with Regulation (EC) No 45/2001 and Directive 95/46/EC on the protection of privacy.

#### **5. HOW CAN YOU ACCESS YOUR INFORMATION, CHECK ITS ACCURACY AND, IF NECESSARY, CORRECT IT?**

Any individual concerned may, at any time, exercise his or her rights under Articles 13 to 19 of Regulation (EC) No 45/2001 by contacting the data controller.

You can also ask the administrative staff to correct any information that is wrong (see email address specified in point 8).

Each beneficiary will receive a username and password. You will be able to consult your file online, check the data and inform the administrative staff member responsible of any corrections which need to be made.

#### **6. HOW LONG IS YOUR DATA KEPT?**

User data is kept until the user deletes their account (see the tab 'unsubscribe') or notifies the system administrator in writing that they wish to unsubscribe.

In addition, DG COMM reserves the rights to delete the data of users who have not accessed the database (via login) for at least 12 months and have not indicated that they want their data to be retained. To this end, DG COMM may send an email to users to ask them to confirm whether they wish to keep their account on RAPID.

#### **7. WHAT SECURITY MEASURES ARE TAKEN TO PREVENT ANY ABUSE OF YOUR INFORMATION OR ACCESS TO IT BY UNAUTHORISED PERSONS?**

Data is stored in the Commission's Data Centre in Luxembourg and is therefore protected by a number of measures introduced by the Directorate-General for Informatics to protect the integrity and confidentiality of the Commission's electronic products.

Access to personal data is protected by means of access rights which are strictly limited in accordance with the "need to know" principle and are based on the duties entrusted to access holders.

**About ECAS authentication:**

The usernames (logins) and passwords are managed by the European Commission's common authentication service (ECAS). It should be noted that unsubscribing from RAPID (and the deletion of any personal information that may result) is independent of unsubscribing from the Commission's authentication system, which can give access to other Commission services and systems. (for specific information regarding ECAS, follow link <https://webgate.ec.europa.eu/aida/selfreg?locale=en>).

Overall responsibility for implementing the rules on data protection is assumed by the "controller", in other words the head of the RAPID team within unit DG COMM/A3. This is the person who, in both organisational and practical terms, decides who in the various domains has what right of access to which part of the system.

**8. WHO TO CONTACT IF YOU HAVE ANY QUESTIONS OR COMPLAINTS**

- The controller, head of the RAPID team within unit DG COMM/A3: [press-rapid-database@ec.europa.eu](mailto:press-rapid-database@ec.europa.eu)
- DG COMM's data protection officer: [COMM-DATA-PROTECTION-COORDINATOR@ec.europa.eu](mailto:COMM-DATA-PROTECTION-COORDINATOR@ec.europa.eu)
- The Commission's data protection officer: [DATAPROTECTION-OFFICER@ec.europa.eu](mailto:DATAPROTECTION-OFFICER@ec.europa.eu)
- In the event of a dispute, you can also send complaints to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).