

Annex III: Privacy statement



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection, renewal, replacement, and termination procedures related to members of the “Policy Forum on Development” (PFD)

Data Controller: Directorate-General for International Cooperation and Development/ Directorate for International Cooperation and Development Policy/Civil Society and Foundations Unit (DEVCO.A5)

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation: Selection, renewal, replacement, and termination procedures related to members of the “Policy Forum on Development” (PFD) undertaken by Directorate-General for International Cooperation and Development/ Directorate for International Cooperation and Development Policy/Civil Society and Foundations Unit (DEVCO.A5) and Directorate for Planet and Prosperity/Cities, Local Authorities, Digitalisation, Infrastructures Unit (DEVCO.C5) (together DG DEVCO) is presented below.

2. Why and how do we process your personal data?

Purpose of the processing operation: DG DEVCO collects and uses your personal information to fulfil the selection, renewal, replacement, and termination procedures of members of the PFD. Interested organisations are invited to submit their application containing personal data to DEVCO A5 via email. All applicant organisations need to be registered in the EU Transparency Register¹. The applications are evaluated by the colleagues of DEVCO.A5 and C5. They will be saved in electronic format. Accepted applications will be sent the Task Team of the PFD who will appoint the new members.

Following the finalisation of the evaluation and selection procedure your personal data will be shared with the Commission’s contractor [Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)] and its IT subcontractor (Democracy Essentials) for the purposes of organisation/management of the PFD meetings”.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

The processing operations on personal data are necessary and lawful under the following article and recital of the Regulation (EU) 2018/1725:

Article 5 (a): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body;

Recital 22: Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.

¹ <http://ec.europa.eu/transparencyregister/public/homePage.do>; please find here the rules on the personal data protection in relation of EU Transparency Register registrations: https://ec.europa.eu/info/privacy-policy_en

More specifically, Article 11(2) of the Treaty on the European Union² stipulates that the institutions shall maintain an open, transparent and regular dialogue with representative associations and civil society, while Article 15(1) of the Treaty on the Functioning of the European Union³ foresees that in order to promote good governance and ensure the participation of civil society, the Union's institutions, bodies, offices and agencies shall conduct their work as openly as possible.

The Charter of the PFD can be found here: <https://europa.eu/capacity4dev/policy-forum-development/documents/revised-pfd-charter-2019>

No restrictions under Article 25 of Regulation (EU) 2018/1725 apply.

4. Which personal data do we collect and further process?

In order to carry out this processing operation DEVCO.A5 collects the following categories of personal data:

- Personal information allowing the identification of the representative of the applicant: title, surname, first name, date of birth.
- Information provided by the applicant to contact the representative: street, postcode, place, country, telephone and fax number, email address.
- Information provided by the applicant to allow the verification of the eligibility and selection criteria as laid down in the call for expression of interest: nationality, education and training (diploma awarded), professional experience (job title, length, company name, company type and web address of company, main tasks and responsibilities), personal skills and competencies (ex. skills/expertise in project management, financial analysis skills, accounting skills etc).
- Fields of Expertise;
- Personal information that are likely to appear in the supporting documents
- Signatures

We have obtained your personal data from the person applying on behalf of your organisation.

5. How long do we keep your personal data?

The Data Controller, i.e. DEVCO.A5, only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing (the organisation, management and follow – up to procedures for the selection of members of the PFD), namely for the life of the PFD project. The retention period starts from the date of your application. Your personal data is only kept for as long as follow-up actions to PFD activities are necessary, considering the purpose(s) of the processing of personal data [the PFD project ends in December 2020].

All personal data will be deleted from databases 1 year after the last action in relation to the PFD project.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out

² OJ C 202, 7.6.2016, p. 1.

³ OJ C 202, 7.6.2016, p. 47.

pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Following the finalisation of the evaluation and selection procedure your personal data will be shared with the Commission’s contractor [Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)] and its IT subcontractor (Democracy Essentials) for the purposes of organisation/management of the PFD meetings. The Contractor and IT subcontractor performing processing operations on behalf of DG DEVCO for the purposes of the PFD project under a contract or legal act.

Please note that pursuant to Article 3(13) of Regulation (EU) 2018/1725 public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data on grounds relating to your particular situation, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit A5 – Civil Society and Foundations, EUROPEAID-A5@ec.europa.eu

The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.