



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: European Professional Card (EPC) Personal Accounts and Application Handling

Data Controller: European Commission, Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs, Unit E.4 – Promoting compliance (hereinafter “DG GROW Unit E.4” or the “Data Controller”)

Record reference: [DPR-EC-00373](#)

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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 it is collected and handled, how it is protected and 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 the processing operation “European Professional Card (EPC) Personal Accounts and Application Handling” undertaken by the Data Controller is presented below.

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

The EPC is an electronic procedure for completion of administrative formalities concerning the recognition of your professional qualifications by the EU/EEA country in which you want to work on a permanent basis (the host country), or for complying with the conditions to work in that country on a temporary or occasional basis, pursuant to Directive 2005/36/EC on the recognition of professional qualifications.

The Data Controller processes your personal data in order to allow you to apply for a European Professional Card through the EPC on-line tool. To apply for an EPC, you first need to create an [EULogin](#) account (the European Commission's Authentication Service). Your EULogin account provides secured access to an EPC account where you can provide your personal details and contact information, and manage EPC applications. The Privacy Statement of EULogin is available here: <https://www.cc.cec/cas/privacyStatement.html>.

When you submit an EPC application, the application, along with your personal data will be transferred for processing by the relevant competent authorities in the Internal Market Information System (IMI). The application is first transferred to the designated authority in your home country. Once the home authority has checked your application, it will transfer it to the designated authority in the host country. If based on the details of your application, a designated home country authority finds that your application should in fact be handled by another home country authority in IMI, it will forward your application accordingly.

The processing of your personal data in the IMI System is governed by the [IMI Regulation](#) and the related record [DPR-EC-00373](#).

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

Your personal data is stored on European Commission servers.

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

The legal basis for processing data in the context of the EPC is set out in:

- Article 4b(1) and Article 4e of Directive 2005/36/EC on the recognition of professional qualifications¹,
- Article 3 of Commission Implementing Regulation (EU) No 2015/983 on the procedure for issuance of the European Professional Card and the application of the alert mechanism pursuant to Directive 2005/36/EC²
- Point 2 of the Annex to Regulation (EU) No 1024/2012 ('the IMI Regulation').

In addition, when you submit an EPC application you provide your explicit consent, via the on-line tool, for the processing of your personal data in IMI.

The processing operations on personal data in the context of the EPC are thus necessary and lawful under Article 5(1)(b) and (d) of Regulation (EU) 2018/1725.

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

In order to carry out this processing operation, the Data Controller processes the following categories of personal data provided by you (* denotes non-mandatory data):

¹ OJ L 255, 30.9.2005, p.22.

² OJ L 159, 25.6.2015, p.27.

- First name, family name, family name at birth*, date of birth, place of birth nationality;
- Proof of identity (such as number of ID card/passport, expiry date*);
- Contact details (e-mail address, telephone number, postal address*, country of residence, preferred language used for any automatic emails, spoken languages*);
- Information specific to individual EPC applications. In duly justified cases regarding temporary service provision under Article 7(2) of Directive 2005/36/EC, the host country authorities may require provision of details of insurance cover or a declaration on language knowledge*.
- Required supporting documents, as may be requested by Member States in accordance with Directive 2005/36/EC and Implementing Regulation 2015/983.

In addition, the competent authorities handling your EPC application in IMI may also add personal data to your applications in the form of:

- Required supporting documents that they can issue themselves;
- Information on the existence of disciplinary actions / criminal sanctions which relates to prohibition or restrictions to practise a professional activity concerned (in accordance with Article 4e of Directive 2005/36/EC and subject to Article 10 of Regulation (EU) 2016/679), namely, the profession concerned, the national authority that adopted the decision, country where the decision was taken, the nature/duration of the disciplinary action or criminal sanction (temporary/permanent).

5. How long do we keep your personal data?

Your personal data will be stored until you request the deletion of your EPC personal account. You can do this at any time via the 'My account' page in your EPC account.

If you have never submitted an application and you request deletion of your account, all your data will be deleted immediately.

If you request deletion of your account having already submitted one or more applications to IMI, the applications, along with any issued EPC certificates, will be marked as cancelled and the authorities concerned will be notified. Your personal data will remain visible in IMI for six months after the authorities acknowledge your deletion request in IMI. The data will then be blocked for a further 30 months (inaccessible through the IMI interface), after which time it will be permanently deleted (in compliance with the IMI Regulation).

Anonymised EPC application data will remain in IMI for statistical purposes.

Deleting your EPC account does not affect your EULogin account.

After deleting your EPC account, you can delete your EULogin account via the 'My Account' link on the EULogin homepage.

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 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. 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.

In addition, each IMI user must implement organizational security measures applicable to the processing of personal data in accordance with national legislation, as explained under record DPR-EC-00373.

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

Only you have access to your EPC account, which is private and secured by your personal EULogin credentials. In case of a technical/IT problem with your EPC account, you may contact your [national assistance centre](#) for help.

When you submit an EPC application, it will be transferred (including your personal data) to a designated authority in your home country through the IMI system (see the related personal data processing record [DPR-EC-00373](#)). Once the home authority has checked your application, it will transfer it to the designated authority in the host country. If based on the details of your application, a designated authority finds that your application should in fact be handled by another authority in IMI, it will forward your application accordingly.

Authorities are designated by Member States pursuant to Article 4a(6) of Directive 2005/36/EC. Only the authorities directly involved in handling an application will have access to your data in IMI. Although data resides on European Commission servers, the European Commission does not have access to your personal data.

The information collected will not be given to any third party, except to the extent and for the purpose required 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 your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(b) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You have consented to provide your personal data to the controller for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller as explained under Heading 5 above. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can **access** all your personal data directly via your EPC personal account. You can **modify** your personal data via your EPC account until you submit the first EPC application. Once you have submitted an application for processing, you will not be able to modify related personal data other than your contact details. You can use the 'Request update' function to ask the authorities handling your application to apply changes to your personal data.

For **removal** of personal data, see point 5 above.

In case of any **dispute** regarding your personal data, you can contact the Data Controller or in case of conflict the European Commission Data Protection Officer or the European Data Protection Supervisor using the contact information given at point 9 below.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, 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, you may contact the Data Controller:

European Commission, Directorate - General for Internal Market, Industry, Entrepreneurship and SMEs, DG GROW Unit E.4 – Promoting compliance - E-mail: GROW-IMI@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

In case of disagreement with the Data Controller, 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 or https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en) 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.

10. Where to find more detailed information?

The Commission DPO publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following record reference: DPR-EC-00373.