EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: E-services on JRC websites

Data Controller: JRC. A.1 –Resource Planning

Record reference: DPR-EC-00406.2

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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 the processing operation "e-services on JRC websites" is undertaken by the Resource Planning Unit A.1 of the Joint Research Centre (JRC.A.1), which acts as the data controller.

The JRC.F.3 is managing the processing itself and acts as the data processor.

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

An e-service on JRC websites is a service or resource made available on the Internet in order to improve the communication between citizens and businesses on the one hand and the JRC on the other hand. Most of JRC websites are accessible without giving any personal information, however in some cases personal data are required in order to provide specific e-services. This record aims to cover these cases.

Three types of e-services are, or will be, offered by JRC:

- Information services enabling a given research community (e.g. committee, working group, project group, etc.) geographically spread across Europe (and beyond) to maintain a private space on Internet where they can share information, documents, participate in discussion fora, download software, subscribe JRC publications etc.
- Information services that provide people, media, businesses, administrations and others with secure access to information.
- Interactive communication services (communications to users, distribution of reports, information sharing within interest groups etc.) that allow better contact with people, businesses, civil society and public bodies, in order to facilitate policy consultations and feedback.

This e-service concerns the Tracking System for Alternative Methods and Regulatory Acceptance (TSAR).

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

We process your personal data, because, according to Article 5(1)(d) you have given your consent to the processing of your personal data for one or more specific purposes. Registration of data subjects to access the e-services is purely on a voluntary basis. The persons concerned have unambiguously given their consents (Art. 5 (d) of Regulation (EU) 2018/1725).

We do not process **special categories of personal data**, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

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

There are two type of data subjects: the administrators and the users of the JRC e-services.

For the JRC e-services administrators:
The data collected are: Name, surname, affiliation, EU login username and email.

For the users of JRC e-services:
To provide access to the e-service the JRC.F.3 collects the following categories of personal data, in the form of on-line registration forms or through the European Commission Authentication Service website (EU Login):

Title, first name and last name of person, organisation, professional e-mail address.

In the case of the European Commission Authentication Service (EU Login) the Commission personnel number, a unique key and group membership may be collected.

A username and password could also be set up at the first registration.

By logging in and accessing your account, you are indicating your consent to the use of the data as described in this statement.

The e-service may collect the following additional data about each user:

- Date and time of
  o Most recent successful and unsuccessful authentication.
  o Last change of password.
  o Last password reset.
- Number of good logins and failed attempts.
- Your most recent passwords – to make sure you follow the prevailing security policy regarding password re-use.
- Security data/log files.

Cookies are managed according to the Commission corporate policy.

The provision of your personal data is not mandatory, but we need them in order to grant you access to the specific e-service provided by the Tracking System for Alternative Methods and Regulatory Acceptance (TSAR).

5. How long do we keep your personal data?

For the JRC e-services administrators:

The JRC.F.3 only keeps your personal data for the time you will be working in the Tracking System for Alternative Methods and Regulatory Acceptance (TSAR) as administrator. Your personal data will be deleted when you will no longer work on these activities/under this specific role.

For the users of JRC services:

The data collected are kept as follows:

➢ **Security data/Log files and IP addresses**: Stored for a maximum of 1 year. In the context of investigations related to security incidents, personal data could be further processed following notification DPO-3783-2 DIGIT Cybersecurity operations, where a different retention period applies.

➢ Title, first name and last name of person, organisation, professional e-mail address.

     o   Data will be stored on the site as long as the registered user is active, and no request has been made by the registered user to the e-service administrator to remove him/her from the e-service. After two years of continuous inactivity or upon email request from the user, his/her data will be removed.

Registered users have password protected direct on-line access to their profile and can update their information, cancel their registration or request to unsubscribe from specific interest groups or communications.

In several cases, user-id's unused for a defined period of time are automatically deleted from the system.

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 either on the servers of the European Commission or of its contractors. 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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation (EU) 2016/679](#)).

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?**

Your personal data can only be accessed by authorised persons and internal sites:

- The e-service system administrators have access to all data categories. This includes Commission staff responsible for carrying out this processing operation and authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

- In case of a security incident, security data/log files, IP address may be shared with the JRC Local Information Security Officer (LISO) and the Commission departments responsible for the security of information systems, DIGIT.S and HR.DS (DPO-3783-2 DIGIT Cybersecurity operations).

- The following data categories: Title, first name and last name of person, organisation, professional e-mail address, may be accessible from other internal and external registered users.

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 consented to provide your personal data to JRC.F.3 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Processors/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 (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- **The Data Processor and 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 Processor, jrc-tsar-contact@ec.europa.eu

Data Controller: JRC-ICT-ARCHITECT-OFFICE@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.

10. Where to find more detailed information?

The Commission Data Protection Officer (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-00406 - E-services on JRC websites