



## **PRIVACY STATEMENT**

### **Statement on personal data protection within the framework of CIRCA Directory services operated by EEA**

Personal data provided by the users are 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 login and user attribute data is collected for security and access control purposes. The purpose is to control access to various interest groups within CIRCA and access control to various web services used by EEA.

#### **2. Recipients of the data processed**

For the purpose detailed above, access to your personal data is given only to the central EIONET Helpdesk and a limited number of dedicated system administrators at EEA.

No personal data is shared with third parties for direct marketing.

#### **3. Personal data concerned**

The personal data of users registered in the CIRCA site directory.

#### **4. Obligatory or optional data**

Users are free to give their data on a voluntary basis.

#### **5. Categories of data processed**

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

Username, password, first name and surname are obligatory. Email address, address, organisation, title, phone number fax and URL is optional and given on a voluntary basis.

#### **6. Modalities for the processing operation**

Personal data is processed manually by the data user in a sign up form for the purpose of providing access to CIRCA and other EEA web services.

The system contains also directory information about users of the EEA internal IT systems.

#### **7. Safeguarding of data processed**

The collected personal data is stored in CIRCA's Directory service protected but an administrators password known to 2 staff and 2 external helpdesk consultants.

## **8. Right of access and rectification**

You have direct access to your personal data stored in CIRCA's Directory service and the right to edit your profile and configure your preferences applicable within the CIRCA environment at any time. You may also request access to and exert your right of rectification of your personal data in writing via email to the EIONET Helpdesk at the following email address: [helpdesk@eionet.europa.eu](mailto:helpdesk@eionet.europa.eu) or in writing the data Controller to 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 CIRCA's site directory 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 either

- 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); or
- It is necessary to ensure compliance with a legal obligation stated in Regulation (EC) No 401/2009 to which the data controller is subject (Article 5(b) of Regulation (EC) No 45/2001); or
- The data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001).

## **11. Data retention**

Personal data is kept as long as long as the user wishes to maintain an active account in the CIRCA Directory service. The user has the right to delete his or her account at any time. Encrypted users account data is kept for historical purposes.

## **12. Right to appeal**

CIRCA users are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; [EDPS@edps.europa.eu](mailto: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.

CIRCA users 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](mailto:Data.ProtectionOfficer@eea.europa.eu).