



## **Data Protection Notice for “Collecting good practices and raising awareness on socially responsible public procurement”**

**Your personal data** is processed in accordance with Regulation (EU) No 2018/1725<sup>1</sup> on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

**The data controller** of the processing operation is Head of the Unit A1 COSME of the Executive Agency for Small and Medium-sized Enterprises (EASME).

The following **entities process** your personal data on our behalf as EASME contractors:

- ICLEI European Secretariat (data.protection.europe@iclei.org)
- European Association for Information on Local Development (privacy@aeidl.eu),

**The legal basis** for the processing activities is Article 5(1)(a) of Regulation EU 2018/1725 because 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).<sup>2</sup>

**The purpose(s)** of this processing is to promote the use of social considerations in public procurement in the EU based on the existing legal framework through collection of good practices of EU public buyers on socially responsible public procurement and dissemination/communication campaign.

**The following of your personal data are collected:** first name, last name, title, function, professional / personal e-mail address, and phone number are **mandatory** for the purpose(s) outline above.

**The recipients** of your personal data will be EASME and Commission staff in charge of the project, contractors' staff in charge of the project, and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office (OLAF)).

Your personal data **will not be transferred** to third countries or international organisations.

The processing of your data will **not include automated decision-making** (such as profiling).

**Your personal data** will be kept for a maximum period of 18 months from when it was collected. Data will be deleted at the end of this period.

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L295/39 of 21.11.2018).

<sup>2</sup> Act of Establishment: Commission Implementing Decision C(2013/771/EU) of 17 December 2013 establishing the 'Executive Agency for Small and Medium-sized Enterprises' and repealing Decisions 2004/20/EC and 2007/372/EC and Regulation (EU) No 1287/2013 of the European Parliament and of the Council of 11 December 2013 establishing a Programme for the Competitiveness of Enterprises and small and medium-sized enterprises (COSME) (2014 - 2020) and repealing Decision No 1639/2006/EC.

**You have the right** to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal.

Your request to exercise one of the above rights will be dealt with without undue delay and within **one month**.

If you have **any queries** concerning the processing of your personal data, you may address them to Head of the Unit A1 COSME of the Executive Agency for Small and Medium-sized Enterprises (entity acting as data controller) by contacting the entity processing your personal data on our behalf via [data.protection.europe@iclei.org](mailto:data.protection.europe@iclei.org).

**You shall have right** of recourse at any time to the EASME Data Protection Officer at [EASME-DPO@ec.europa.eu](mailto:EASME-DPO@ec.europa.eu) and to the European Data Protection Supervisor at <https://edps.europa.eu>.

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