



Data Protection Notice for handling access to documents requests

The European Health and Digital Executive Agency (HaDEA or Agency) processes your personal data¹ in line with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#)² on the protection of personal data by the European Union's institutions, bodies and agencies and on the free movement of such data.

What is the purpose(s) of this processing activity?

The purpose of this processing activity is to ensure the appropriate handling of requests for access to documents under Regulation 1049/2001.

Who is the data controller?

The data controller of the processing operation is the Head of Unit C2 – Financial support and control of the European Health and Digital Executive Agency (HaDEA).

Which personal data is collected?

The following of your personal data are collected:

- Name, e-mail address, postal address of the applicant to access to documents;
- Any additional personal data that the applicant provides in the request.

Who has access to the personal data of data subjects and to whom can they be disclosed?

Within the Agency, on a need to know basis, **the recipients** of your personal data will be:

- i. HaDEA staff handling the requests: Head of Department, Head of Unit, Head of Sector, project officer, legal officer, Director.

On a need to know basis and in compliance with the relevant current legislation, bodies charged with monitoring or inspection tasks in application of EU law (e.g. EC internal audit, Court of Auditors, European Anti-fraud Office (OLAF), European Public Prosecutor Office (EPPO), the European Ombudsman, the European Data Protection Supervisor).

Personal data submitted by access to documents requests are not disclosed outside HaDEA.

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

¹ **Personal data** shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

² 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).

Which is the legal basis for processing your personal data?

The legal basis for the processing activities is

Article 5(1)(a) of Regulation 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 HaDEA

Article 5(1)(b) because processing is necessary to comply with a legal obligation to which the controller is subject under the Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

How long do we keep your personal data?

The file will be stored by HaDEA for a maximum of ten years after the closure of the case, or as long as or if HaDEA is under a legal obligation to do so.

What are your rights regarding your personal data?

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 Unit C2 – Financial support and control (entity acting as data controller) via HADEA-ACCESS-TO-DOCUMENTS@ec.europa.eu

The HaDEA Data Protection Officer is at your disposal for any clarification you might need on your rights under Regulation (EU) 2018/1725 at the following e-mail address: HADEA-DATA-PROTECTION@ec.europa.eu

You shall have right of recourse at any time to the European Data Protection Supervisor at EDPS@edps.europa.eu.