



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

### **Processing operation: Support service for Citizen-led renovation projects**

DG Energy electronic newsletters and campaign mailings, diffusion of information relating to specific EU Energy policy events (Save the date, invitation...) and publications.

**Data Controller:** Directorate General for Energy, Unit B3

**reference:** DPR-EC-03928

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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 processing operation “*Management of subscriptions to receive information*” (DG Energy electronic newsletters and campaign mailings, diffusion of information relating to specific EU Energy policy events (Save the date, invitation...) and publications) undertaken by DG Energy is presented below.

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

Purpose of the processing operation: Directorate General for Energy unit B3 collects and uses your personal information to send you its electronic newsletters, campaign mailings and diffuse information relating to specific EU Energy policy events and publications for the initiative Support Service for Citizen-led renovation projects.

You will submit your data to the website via online forms (which includes website forms or surveys). Your data will be automatically stored onto a secure database (located within the EU) and used for the purposes of communicating relevant support service for citizen-led renovation project information. As part of the communication, your data will be transferred (though remain within the EU) to our mass email notification solution, from which emails will be sent to you. The emails sent align with regulations relating to electronic communications and provide you with an opportunity to unsubscribe from receiving further notifications at any time, at which point your information will be automatically suppressed from receiving further emails.

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:*

*(a) 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;*

*(b) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;*

Those provisions are in particular, Article 11 of the Treaty on European Union and Article 15 of the Treaty on the Functioning of the European Union.

Consequently, those processing operations are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725 (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).

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

In order to carry out this processing operation DG Energy collects the following categories of personal data:

### Main information

- e-mail address
- first and last name
- country of residence

### Additional information

- title
- organisation
- function
- sector
- Passport number or ID number (only for events that require access to European Commission buildings);
- Information for the evaluation of selection criteria or eligibility criteria: expertise, technical skills and languages, educational background, professional experience, including details on current and past employment;

## **5. How long do we keep your personal data?**

The Data Controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

For each of the categories of personal data that may be processed, please find below the retention details and the reference to the relevant record of processing:

- Personal data related to the organisation and management of the technical assistance (this includes the information given during the registration, before, during or after the technical assistance) will be kept for **five years** after the technical assistance.
- Sensitive personal data relating to dietary and/or access requirements will be deleted as soon as they are no longer necessary for the purpose for which they have been collected in the framework of the technical assistance, but no later than within **1 month** after the end of the technical assistance.
- Recordings from the web-streamed technical assistance or virtual events will be kept for **2 years** before being deleted. More information is available in the Record of Processing DPR-EC-00306 (Web-streaming of Commission events).
- In case of audio-visual recording of activities, the recordings will be kept until the **end of the contract**. More information is available in the Record of Processing DPR-EC-01937 (Audio-visual recording of meetings).
- Personal data shared with the Directorate-General for Human Resources and Security of the European Commission for the participants to gain access to Commission buildings is kept for **6 months** after the termination of the link between the data subject and the Commission. More information is available in the Record of Processing DPR-EC-00655 (Commission Physical Access Control System (PACS)).
- Personal data shared with the controller for future mailing purposes (e.g., for receiving newsletters or invitations to services) are processed in line with the Record of Processing DPR-

EC-03928 (Management of subscriptions to receive information) and the specific privacy statement prepared by the organising Commission service.

- Selected service providers for organisational purposes (such as caterers, travel agents or event management organisations) are contractually bound to process personal data on behalf of and in line with the instructions of the data controller, keep confidential any data they process and protect it from unauthorised access, use and retention.

## **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. 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 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?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Ricardo and Steinbeis are agencies/organisations acting on behalf of the European Commission to deliver the Support service for citizen-led renovation projects. In their role as communication and dissemination manager on the initiative, the organisations will be responsible for processing data on behalf of the Directorate General ENER.

## **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 Directorate General for Energy 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 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 reference *DPO – 3110* as specified under Heading 10 below) in your request.

## **9. Contact information**

- **The 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 Controller, Head of Unit B3 Buildings and Products, DG Energy ([EU-CITIZENLEDRENNOVATION@ec.europa.eu](mailto:EU-CITIZENLEDRENNOVATION@ec.europa.eu)).

**The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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>.

Record reference: DPR-EC-03928 : Management of subscriptions to receive information