



Privacy statement on the protection of personal data in relation to requests to access public documents in the frame of Regulation (EC) 1049/2001

The Agency would like to inform that all personal data are dealt with in compliance with the applicable rules 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 (currently Regulation (EU) No 2018/1725) and the following privacy statement.

The following data protection information notice outlines the criteria by which the GSA collects, manages and uses the data in relation to requests to access public documents.

Identity of controller:

Controller: European GNSS Agency (GSA), Head of the Legal and Procurement Department, registry@gsa.europa.eu

DPO: European GNSS Agency (GSA), Data Protection Officer, dpo@gsa.europa.eu

Purposes of processing:

The purposes of the processing are to:

- allow any citizen of the Union, and any natural or legal person residing or having its registered office in a Member State, to request access to documents in the frame of Regulation (EC) 1049/2001, by filling in the online application form available on the GSA's website
- manage requests for public access to documents, received by the Agency in the frame of Regulation (EC) 1049/2001; such management entails also communication with the applicant in relation to his/her request.

Data/Categories of data concerned:

First name, surname, e-mail address, postal address, postcode, town/city, country of residence of the applicant, as well as any other personal data which may appear in the documents requested by the applicant.

Recipients/Categories of recipients of the data processed:

- GSA Access Document Coordinator
- a limited number of staff of the GSA Legal and Procurement Department
- a limited number of staff of the GSA Communication Department
- Data processors: GSA engages the following external contractors, which are bound by personal data protection rules equal to those applying to the GSA:
 - A limited number of staff of GSA's contractors in charge of the provision of hosting services for the GSA's servers
 - A limited number of staff of GSA's contractors in charge of the provision of legal advice and support to the GSA Legal and Procurement Department
- Access may also be given to bodies charged with a monitoring or inspection task in application of European Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office - OLAF)

Legal basis/Lawfulness of the processing:



- Processing is necessary for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation 2018/1725): the right of access to documents, as laid down in Article 15(3) of the Treaty on the Functioning of the European Union, in Article 42 of the Charter of Fundamental Rights of the European Union and more in detail in Regulation (EC) 1049/2001
- Processing is necessary for compliance with a legal obligation to which the controller is subject (Art. 5(1)(b) of Regulation 2018/1725) and more specifically with the GSA's obligations stemming from Regulation (EC) 1049/2001

Information on the storage locations and retention period of personal data:

- Data is stored electronically or, in case of applications made in any written form other than electronic, in hardcopy files for a period of up to 5 years from the date on which the application for access to documents was registered.
- Data is stored:
 - Electronically in secure databases with limited access (register of requests and internal electronic approval system) within the GSA servers hosted by GSA contractors which are located in the EU and abiding by the necessary security provisions
 - In hardcopy files, stored in secure cupboards within the Legal and Procurement Department.

Once the retention period is over, personal data are removed from all storage locations.

The data subject's rights:

Data subjects have the right:

- to obtain confirmation as to whether or not his or her personal data are being processed, access the data and obtain detailed information on the processing;
- of rectification of inaccurate personal data;
- of erasure of personal data if the statutory provisions are met;
- of restriction of processing if the statutory provisions are met;
- to object to processing; applicants may object, on grounds relating to their particular situation, at any time to the processing of personal data concerning them provided that there are grounds for the exercise of this right, as per the applicable rules. It is noted that pursuant to such a request, the GSA shall no longer process the personal data unless the GSA demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims;
- to lodge a complaint to the European Data Protection Supervisor at EDPS@edps.europa.eu should they consider that the processing operations do not comply with Regulation (EU) No 2018/1725.

Any request for the exercise of any of the abovementioned rights shall be addressed to the GSA Head of Legal and Procurement Department at registry@gsa.europa.eu; data subjects are kindly requested to describe their requests explicitly.

Contact information:

- Regarding the processing of your personal data, please contact the Controller at registry@gsa.europa.eu;
- Regarding the interpretation, application or breach of Regulation (EU) 2018/1725, please contact the GSA Data Protection Officer (DPO) at dpo@gsa.europa.eu.



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