

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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.

Nr.	Item	Description
	Procurement procedures	
1.	Last update of this record	15/09/2021
2.	Reference number	12
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: HRBA Unit, EDPS-Procurement@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	DPO@edps.europa.eu
5.	Name and contact details of joint controller (where applicable) or processor	EDPS and European Commission (EC)-DG BUDG are joint controllers for the following processing activity: registration of Legal Entities and Bank Account Files of clients in ABAC.
6.	Name and contact details of processor	EC-DG BUDG for ABAC: DG BUDGET manages ABAC, which is the financial and accounting application set up by the Commission, to monitor the execution of its budget and to prepare its

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		accounts. DG BUDG is a processor for all data processing in ABAC, except for processing activities where joint controllership has been established (see above).
7.	Purpose of the processing	A procurement procedure is a process that leads to the conclusion of a public contract. A public contract is defined as a purchase by a public authority (the EDPS) of a service, goods or works. Public contracts are provided for the institution in exchange for remuneration. The process is in line with Financial Regulation.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	We process the following data on every tenderer who submit an offer, and optionally on the staff of the tenderer: - Name (first name, family name, previous family name); - Gender, nationality, title, function; - Contact information (e-mail address, business telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, internet address); - Bank account reference (IBAN and BIC codes), - VAT number, national insurance number; - ID card/Passport number and personal number; - Place and date of birth; - Other personal data contained in CVs (expertise, technical skills and languages professional experience including details on current and past employment). All datas are kept centrally (European Commission ABAC system).
9.	Time limit for keeping the data	- The conservation of files of successful tenderers, grant applicants and experts including personal data is assured for ten years after the signature of the respective contract, grant agreement or the end of the particular program is considered for control and audit purposes in terms of Article 48(1)(d) and (2) of the Rules of Application, with the exception of the extracts from the judicial records that can be kept only for two years after the accomplishment of the particular procedure. - Data are also kept until the end of a possible audit if it started before the end of the above period.

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		The files of unsuccessful tenderers, grant applicants and experts may be retained only for five years after the end of the particular procedure to allow for all possible appeals. In any case, according to Article 48(3) of the Rules of Application, personal data contained in supporting documents are deleted where possible where these data are not necessary for budgetary discharge, control and audit purposes
10.	Recipients of the data	- The Finance team for treatment of the procurement file; - The Operational Initiating Agent (OIA) for treatment of the procurement file; - Heads of Units/Sectors concerned by the procurement procedure; - The European Commission ABAC system's operators and internal auditors; - Other institutions delegates (Court of Auditors - IAS) for control of the procurement file.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No.
12.	General description of security measures, where possible.	- Paper files stored in locked cupboard - Electronic files stored in a specific folder on the file system and the EDPS Content Management System only accessible to the HRBA Head of Unit and the finance team
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	https://edps.europa.eu/data-protection/our-work/publications/data-protection-notice/12-edps-data-protection-notice_en