

## EDPS Record of Processing Activity

Nr.	Item	Description
<b>Access to documents requests</b>		
1.	Last update of this record	<b>12/09/2025</b>
2.	Reference number	<b>30</b>
3.	Name and contact details of controller	<p><a href="#">European Data Protection Supervisor (EDPS)</a>  <b>Postal address:</b> Rue Wiertz 60, B-1047 Brussels  <b>Office address:</b> Rue Montoyer 30, B-1000 Brussels  <b>Telephone:</b> +32 2 283 19 00  <b>Email:</b> <a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a></p> <p>Responsible department or role:  EDPS Head of Secretariat</p> <p>Contact form for enquiries on processing of personal data to be preferably used:  <a href="https://www.edps.europa.eu/about-edps/contact_en">https://www.edps.europa.eu/about-edps/contact_en</a></p>
4.	Name and contact details of DPO	<a href="mailto:dpo@edps.europa.eu">dpo@edps.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	N/A

Document info

Roles & Contact Details

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6.	Name and contact details of processor (where applicable)	N/A
7.	Short description and purpose of the processing	<p>The purpose of the processing is to ensure the appropriate handling of requests for access to documents under Regulation 1049/2001.</p> <p><b>Short description of the processing operation</b></p> <ul style="list-style-type: none"> <li>- Receipt of the request through different channels, most common through general mailbox but also by post, members of the EDPS, individual staff members, Information &amp; Communication Sector</li> <li>- Analysis whether a queing system - processing of multiple requests from same requester will be processed one after the other - needs to be applied</li> <li>- Sending an acknowledgement of receipt to the applicant</li> <li>- Analysis of the request, including defining the scope, assessing possible disclosure of documents originating from the EDPS or third parties; consultation with third parties, assessing public access to personal data contained in documents</li> <li>- Taking a decision on the request</li> <li>- Informing the applicant of the decision to disclose or to refuse the disclosure of documents or information</li> <li>- Possible receipt of a confirmatory request</li> <li>- Analysis of the confirmatory request</li> <li>- Taking a decision on the confirmatory request;</li> <li>- Informing the applicant of the decision on the confirmatory request.</li> </ul>

Description of processing

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8.	Description of categories of persons whose personal data is processed and list of data categories	<p><b>Categories of persons</b></p> <ul style="list-style-type: none"> <li>- Any natural person or any individual acting on behalf of a legal person who submits a request for access to documents;</li> <li>- Any natural person whose identity appears on the documents requested. This could include personal data about EDPS staff, staff of other EU institutions or personal data of other individuals.</li> </ul> <p><b>List of data categories</b></p> <ul style="list-style-type: none"> <li>- Name and contact details of the person requesting the documents;</li> <li>- Any personal data contained in documents and files covered by the scope of the request;</li> <li>- In case it is necessary to authenticate the identity of the requester to establish the eligibility for access to documents under Article 2(1) of the Regulation 1049/2001, a proof of identification could be requested. The requester will be informed that only a limited amount of personal data will be processed in this context. For example, if a copy of an ID card or passport or other document would be provided, the only personal details that should be visible are: full name, the issuing authority, the nationality, and the expiry date. Personal data such as photo, serial-number, and personal characteristics can be blacked out on the copy. The EDPS' use of the information provided in this context is strictly limited: the personal data provided will only be used to verify the requester's identity and will not be stored for longer than needed for this purpose.</li> </ul>

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9.	Time limit for keeping the data	<p>The file will be stored by the EDPS for a maximum of ten years after the closure of the case, or as long as or if the EDPS is under a legal obligation to do so.</p> <p>In case authentication of the requester is necessary, the copy of the document provided will only be processed during the time necessary to establish the identity of the requester. Afterwards, the copy of will be erased.</p>	Retention
10.	Recipients of the data	<p>Personal data submitted by the applicants or parts of it maybe be shared with the Union institution or body concerned, should the EDPS need to carry out a consultation process with another Union institution or body.</p> <p>The European Parliament in its role as service provider for the EDPS.</p>	Recipients
11.	Are there any transfers of personal data to third countries or to international organisations? If so, to which ones and with which safeguards?	No such transfers occur.	Transfers
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> <li>- Limited amount of staff are involved on a need-to-know basis when handling a request;</li> <li>- Change access to the case files in the Case Management System is limited on a need-to-know basis to a defined group of EDPS staff handling access to document requests.</li> <li>- Potential paper copies of the request and the documents covered by the scope of the request are stored in a locked cupboard in the office of the transparency officer.</li> </ul>	Security

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13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	<a href="https://www.edps.europa.eu/data-protection/our-work/publications/data-protection-notices-records/2025-09-12-data-protection-notice-access-documents_en">https://www.edps.europa.eu/data-protection/our-work/publications/data-protection-notices-records/2025-09-12-data-protection-notice-access-documents_en</a>

Data Protection Notice