



EUROPEAN DATA PROTECTION SUPERVISOR

OPERATIONAL VISITS

DATA PROTECTION NOTICE

It is the general duty of the European Data Protection Supervisor ('EDPS') to monitor, ensure and enforce the application of [Regulation \(EU\) 2018/1725](#) ('the Regulation') by the Union institutions, bodies, offices and agencies (EUIs).

Operational visits are organised to gather information on the functioning, organisation and personal data processing activities of the EUI. Personal data will be used for documenting EUI's processing activities and compliance with the Regulation, as well as to inform supervisory activities of the EDPS, including any consultations, investigations or audits.

Personal data is processed in accordance with the Regulation.

The following information is provided as established in Articles 15 and 16 of the Regulation.

Who is the controller?

The controller is the 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

Operational controller: Supervision and Enforcement unit (supervision@edps.europa.eu)
Contact form for enquiries on processing of personal data to be preferably used: https://www.edps.europa.eu/about-edps/contact_en.

For more information on the EDPS please consult our website: <https://edps.europa.eu>.

The **European Parliament (EP)** acts as a separate controller regarding the IT infrastructure it provides to the EDPS. For more information, please refer to the [EP register](#).

DG ITEC - Individual Equipment & Logistics Unit (EQUILOG)
ITEC-DPO-EQUILOG@europarl.europa.eu

Who is/are the processors?

Fabasoft (as service provider for the Case Manager System - CMS)

privacy@fabasoft.com; dpo-at@fabasoft.com

For more information, please refer to the specific [record of processing activity](#).

What personal data do we process and who has access to this personal data?

Categories of personal data processed

The personal data processed are: name, function and, in some cases, institutional contact details of staff members and/or manager of the institution, their statements and personal data contained in the accessed and obtained documents. The categories of data contained in documents may vary depending on the nature and aim of the visit.

Access to personal data

For the EDPS, the inspection team, the hierarchy involved in the visit and the EDPS staff involved in subsequent supervisory activities.

Personal data may be transmitted, where applicable, to:

- Bodies charged with a monitoring or inspection task under EU law, where required for official investigations or for audit purposes (e.g. European Ombudsman, the EDPS, as data protection supervisory authority)
- The Court of Justice of the European Union
- national supervisory authorities in accordance with Article 61 of the Regulation, when assistance or cooperation is required from or by these national supervisory authorities

Given that the EP provides to the EDPS IT infrastructure, data, including personal data, is stored in the EP infrastructure and processed via its applications. Access to personal data can be done on the basis of sound justification and on a strictly necessary basis (i.e. incident resolution, official investigations) by authorised staff. More information on the processing of personal data in this context by the EP (e.g. applicable retention periods), is available in the specific records of processing activities of the EP ([EP register](#)).

Personal data are processed within the EDPS CMS, supplied by a service provider. For more information, please refer to the specific [record of processing activity](#).

Where did we get your personal data?

Personal data is collected during the operational visit. Also, some personal data (e.g. contacts) were provided to the EDPS by the EUI itself or it is available in the EU who is who.

Why do we process your personal data and under what legal basis?

One of the tasks the EDPS carries out in the public interest is to monitor, ensure and enforce the application of the Regulation with regard to the EUIs (see Articles 32, 52(3), 57(1)(a), 58(1)(a), (d) and (e)); in the case of complaints, Article 57(1)(e) of the Regulation constitutes an additional legal basis.

Article 32 of the Regulation provides that: "Union institutions and bodies shall cooperate, on request, with the European Data Protection Supervisor in the performance of its tasks". Any refusal to respond to the questions of the EDPS will be recorded in the report.

How long do we keep your personal data?

Personal data will be stored for five years computed as from the closing of the case file, unless legal proceedings require keeping them for a longer period.

What are your rights regarding your personal data?

You have the right to request access to your personal data and to relevant information concerning how we use it. You have the right to request rectification of your personal data. You have the right to ask for the erasure of your personal data or to restrict its processing. You have the right to object to the processing of your personal data, on grounds relating to your particular situation, at any time.

Please note that, in certain cases, as provided in Article 25 of the Regulation, restrictions of data subjects' rights may apply.

We will consider your request, take a decision and communicate it to you. The time limit for treating your request is one (1) month. This period may be extended by two (2) further months where necessary, taking into account the complexity and the number of the requests. In those cases, the EDPS will inform you of the extension within one (1) month of receipt of your request and will provide reasons for the delay.

You can send your request to the EDPS electronically or by post (see section on contact details below).

Automated decision-making

Your personal data is not subject to automated decision-making.

You have the right to lodge a complaint

If you have any remarks or complaints regarding the way EDPS processes your personal data, we invite you to contact the responsible department or role or the EDPS DPO (see section on contact details on the first page and below).

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en.

Contact details for enquiries regarding your personal data

We encourage you to contact us using the EDPS contact form, selecting 'My personal data' as the relevant subject: <https://edps.europa.eu/node/759>.

If you wish to contact the EDPS DPO personally, you can send an e-mail to DPO@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO.

EDPS postal address: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

You can also find contact information on the EDPS website: https://www.edps.europa.eu/about-edps/contact_en.