

## **PRIVACY STATEMENT**

### **for processing of personal data in the context of issuing digital certificates for corporate use at the BEREC Office**

The BEREC Office processes the personal data of a natural person in compliance with Regulation 2018/1725 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.

This privacy notice explains BEREC Office's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognize that information privacy is an ongoing responsibility, and we will update this notice where necessary.

#### **1. What is the purpose and legal basis for processing your personal data?**

The personal data are collected, processed and exchanged for the purpose of issuing qualified digital certificates attesting the identity of the holder (BEREC Office staff) for corporate use at the BEREC Office; the data processing under consideration includes also the support to all the users of the service, both for issuing the certificates and handling the signatures.

Therefore, processing is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the BEREC Office.

The processing of personal data is lawful based on Article 5 (1) (a) 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.

#### **2. What personal data is collected and processed?**

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

- Identification data (name, surname)
- Business contact data (e-mail address)

Global Sign handles this information for issuing digital certificates to BEREC Office staff.

### **3. Who has access to your personal data and to whom is it disclosed?**

- The staff of BEREC Office responsible for carrying out this processing (ICT Team)
- The staff of the European Institutions and other bodies of the EU
- The processor, staff of the company issuing digital certificate for you (Global Sign) and staff of its affiliated entities (see here <https://www.globalsign.com/en/repository/GlobalSign-Subprocessors.pdf>)

A transfer outside the EU/EEA of user's personal data (identification data, contact details) may be made by Global Sign. GlobalSign takes measures to ensure that personal information receives an adequate level of protection by only transferring personal information to countries that have received an adequacy decision, or by entering into standard contractual clauses.

### **4. How long are your personal data kept?**

The BEREC Office keeps the personal data of the BEREC Office staff (internal/external) as long as they have contractual obligations with the BEREC Office. On the last day of service, the time limit for storing the personal data is 6 months after the last update due to the specificities of the back-up system of the BEREC Office.

The validity of Global Sign digital certificates is one year, after that time, if the data subject still has contractual obligations with the BEREC Office, the Agency's ICT staff will require the issuing of another qualified digital certificate to the service provider: in the opposite case, the personal data will be deleted as mentioned above.

The personal data, originating from the European Institutions, is retained by the BEREC Office for a maximum of 6 months, as of the date of submission of the address book from the European Commission.

Global Sign retention period set by their [Privacy Policy](#) is of a minimum of 10 years. After the retention period is over, GlobalSign securely disposes or anonymizes your personal information in order to prevent loss, theft, misuse, or unauthorized access.

### **5. What are your rights?**

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to processing of your personal data.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the request.

## **6. Who is the data controller and how to exercise your rights?**

The BEREC Office shall exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: [ict-services@berec.europa.eu](mailto:ict-services@berec.europa.eu).

If you consider your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer ([dpo@berec.europa.eu](mailto:dpo@berec.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).