



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: EU Aid Explorer web tool contact form

Data Controller: Directorate-General for International Partnerships, Unit D1 – Effective Development Policy and Team Europe

Record reference: DPR-EC-08586.2

Table of Contents

- 1. Introduction**
- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
- 4. Which personal data do we collect and further process?**
- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “EU Aid Explorer web tool contact form” undertaken by Directorate General for International Partnerships (DG INTPA), Unit D1 is presented below.

2. Why and how do we process your personal data?

The EU Aid Explorer is a web-based visualisation tool of Official Development Assistance flows of the EU (European Commission, European Investment Bank (EIB)) and its Member States. It provides statistical data and project information, filtered by donors, recipient countries, DAC sector codes and channels, including information on SDG relevance, contributions to Team Europe Initiatives and other aspects. The EU Aid Explorer is sourced by OECD and IATI data from Member States and the EIB as well as data from the Commission’s internal database. The EU Aid Explorer is a public website. The site also provides the users with a contact form leading to a functional mailbox at DG INTPA Unit D1 - INTPA-EUAIDEXPLORER@ec.europa.eu.

Purpose of the processing operation: DG INTPA collects and uses your personal information to be able to respond to the queries/request(s) for information you send to the above-mentioned functional mailbox. If and when you contact this functional mailbox, your name and e-mail address (and any other details you voluntarily provided in your e-mail and/or in the online contact form) are processed for the purpose of answering your query/request. The data are not used for any other purpose.

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data?

We process your personal data, because:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(1)(a) of Regulation (EU) 2018/1725).

The basis in Union law for the processing is:

- *Articles 4(4), 15(1) and 208 of the Treaty on the Functioning of the European Union (TFEU);*
- *Article 11(1) of the Treaty on European Union (TEU).*

4. Which personal data do we collect and further process?

In order to carry out this processing operation DG INTPA D1 may collect the following categories of personal data:

- E-mail address (required field in the online contact form);
- Name (required field in the online contact form);
- Country of residence (if voluntarily mentioned in the contact form and/or in the e-mail);
- Function (if voluntarily mentioned in the e-mail);
- Additional Contact details (telephone number, mobile telephone number, fax number, postal address, company and department, etc.) (if voluntarily mentioned in the e-mail).

The provision of personal data other than the e-mail address and name is not mandatory and will only be processed if you choose voluntarily, on your own decision, to mention them in the contact form or your email(s) sent to INTPA-EUAIDEXPLORER@ec.europa.eu with your query/request for information.

When visiting the [EU Aid Explorer website](#), cookies and visitor logs might be stored by Europa Analytics, the corporate service which measures the effectiveness and efficiency of the European Commission's websites on EUROPA. IP addresses might be collected. More information is available at [Europa Analytics | European Commission](#) and in the [relevant cookie policy](#).

5. How long do we keep your personal data?

DG INTPA keeps your personal data for the time necessary to fulfil the purpose of collection, namely for responding to any queries/requests for information. Any messages and emails will be deleted at the latest 6 months after their reception based on the automated email deletion ("clean-up") rule announced in January 2015 by the Secretary General¹ of the European Commission as part of the EC Document Management and e-mail retention policies, and will only be kept longer if further follow-up in relation to the first query is necessary.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) [2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

¹ According to the EC Document Management and e-mail retention policies, all e-mails which are older than 6 months (in 'Inbox' and 'Sent Items' and 'Deleted Items' segments) are deleted automatically from EC staff personal and functional mailboxes.

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Access to your personal data will be provided to external contractors hired by INTPA D.1. for the purpose of dealing with the requests/queries of data subjects received via the contact form. These contractors are in-house experts, working within and under the supervision of INTPA D.1. The Commission’s current contractor in this respect is NTT DATA Belgique, S.R.L.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e., their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, INTPA.D1: INTPA-TEAM-EUROPE-SUPPORT@ec.europa.eu.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-08586.2