



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: PADOR - Potential Applicant Database On-line Registration

Data Controller: Unit DEVCO.R4

Record reference: DPR-EC-02167

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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 “PADOR - Potential Applicant Database On-line Registration” in DG DEVCO undertaken by DEVCO.R4 is presented below.

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

Purpose of the processing operation: DEVCO R.4 collects and uses your personal information as this information that is registered in e-Calls PADOR is used by the European Commission during the evaluation of applications as well as for checking the eligibility of the organisations that participate to calls for proposals. The legal personality of the organisation is verified on the basis of the statutes/Legal Entity File/registration documents uploaded in e-Calls PADOR.

e-Calls PADOR (Potential Applicant Data On-Line Registration) is a database of legal entities. It is the on-line system in which organisations, who are potential applicants to calls for proposals, register and regularly update information about their profile (legal, financial, etc.).

Every organisation in e-Calls PADOR has a unique identification number (EuropeAid ID - EID). The organisation has to mention this EID in the application submitted to a call for proposals via e-Calls PROSPECT (the IT system for online submission).

PADOR is not open to private individuals (natural persons); only to legal entities as applicants to participate in calls for proposals.

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

We process your personal data under Article 5.1. (IDPR 2018/1725) , because:

(a) 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.

Lawfulness for the processing of personal data under Article 5.2.: The basis for the processing referred to in Article 5.1. point (a) has been laid down in the following Union law: Articles 196-200, 74(6) + 129 of the EU Financial Regulation

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

In order to carry out this processing operation DG DEVCO Unit R.4. collects the following categories of personal data:

- Identification data for information system user access rights and roles: EU login user info for external assessors (name, email). Only applicable for internal assessors: name, location details (e-mail address, telephone number, delegation/unit).
- HR data: Natural person (first name, last name and email) representing the organization: lead applicant org, co-applicant, affiliated entities.
- EuropeAid Offline Registration Form : Contact person's name and e-mail address

The provision of personal data is mandatory to meet the requirements of the Financial regulation concerning the grant award procedure. If you do not provide your personal data, your organisation's eligibility cannot be verified.

5. How long do we keep your personal data?

DG DEVCO Unit R.4 keeps successful applicant data without a set retention period policy since the system will be phased out. For unsuccessful applicants, data is kept for a period of 3 years after last user inactivity in the system.

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 either 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 in place. 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?

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.

The recipients / categories of recipients of the data are:

- PADOR internal users (Commission staff): ex-RELEX DG's (DEVCO NEAR and FPI) and EU delegations in Third countries.
- Other services such as IAS, OLAF, Court of Auditors

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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and 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) on grounds relating to your particular situation.

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, Unit DEVCO.R.4.; EuropeAid-IT-PRODUCTION@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-02167