

## **PRIVACY STATEMENT**

### **for processing of personal data in the context of the provision of goods and services to BEREC Office staff and their family members at preferential conditions**

The Agency for Support for BEREC (BEREC Office) processes the personal data of natural persons 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 the collection and use of your personal data, and sets forth your privacy rights. The BEREC Office recognises that information privacy is an ongoing responsibility and, therefore, this notice will be updated where necessary.

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

The personal data are collected and processed for the purpose of the provision of goods and services to the BEREC Office's staff and/or their family members at preferential conditions, which includes receiving of offers and establishing agreements with external entities.

The lawfulness of the processing is:

- Article 5(1)(b) as it is necessary for compliance with a legal obligation contained in Article 1e of Staff Regulations, i.e. to provide staff members access to measures of social nature.
- Article 5(1)(c) as some minimum personal data is necessary while receiving the offers / establishing agreements with external entities.

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

Data of contact persons (if any) provided by external entities (legal and natural persons):

- Contact details (name, surname, phone number, email address),
- Professional data provided within or in the context of an offer/agreement (e.g. position, education and experience of their staff members).

The provision of personal data is not mandatory.

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

- Staff members and other persons working at the BEREC Office under different contractual conditions and/or their family members.
- The staff of the Liaison Office established under the Headquarters Agreement between the BEREC Office and the Government of the Republic of Latvia providing assistance to the BEREC Office on general administrative matters, including processing of the offers submitted by external entities for the provision of goods and services to the BEREC Office's staff and/or their family members at preferential conditions.

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

1 year after the expiry of an offer/agreement.

### **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 data portability.

The controller shall provide information on action taken on a request within 1 month of the receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

### **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: [berecoffice@berec.europa.eu](mailto:berecoffice@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)