

PRIVACY STATEMENT

for processing of personal data for postal, courier and moving services

The Agency for Support for BEREC (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 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 will update this notice where necessary.

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

The BEREC Office process your personal data, because the processing is necessary for:

- 1) performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body; Art.5.1(a) of Regulation (EU) 2018/1725
- 2) performance of a contract to which data subject is party or in order to take steps at the request of data subject prior to entering into a contract; Art 5.1(c) of Regulation (EU) 2018/1725.

In case of absence of this processing, no services in favour of the data subject would be possible.

2. What personal data is collected and processed?

The BEREC Office collects and processes personal data of all natural persons that are using BEREC Office postal, courier and moving services, in particular it collects:

- Name/Surname
- Address - private or business
- Phone number - private or business
- E-mail address – private or business

The information have to be provided when acquiring the service or upon request of the BEREC Office.

The categories of data subjects are all natural persons that are recipients and senders of mails and parcels. In particular, those are staff of the BEREC Office (temporary and contract agents) or other persons that have (had) contractual and/or financial transactions with the BEREC Office (citizens, contractors, data of authorised representatives who can represent legal entities, seconded national experts and other experts and officials of the European Commission and of other EU institutions, agencies and bodies invited to participate in BEREC Office activities, candidates, trainees, retired staff and staff family members).

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

Access to the personal data is provided to:

- 1) staff of the Liaison Office established in accordance with the Headquarters Agreement between the BEREC Office and the Government of the Republic of Latvia;
- 2) staff of the BEREC Office in charge of contract management and/or the approval of the expenditure;
- 3) personnel of the Postal service providing company;
- 4) personnel of the Courier service providing company;
- 5) personnel of the company providing moving services.

4. How long are your personal data kept?

Data are kept for 5 years after the receipt of the discharge for the year during which the last payment on the framework/direct contract is done. After the retention period mentioned above all personal data are eliminated by deleting. No physical files are kept.

5. What are your rights?

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 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 6 below.

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:

Agency for Support for BEREC (BEREC Office): 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) or with the European Data Protection Supervisor: edps@edps.europa.eu