

***SPECIFIC PRIVACY STATEMENT***

The personal data you provide in the enquiry form is processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Head of the Communication Programme, acting as Data Controller, regarding the collection and processing of personal data.

1. Purpose(s) of the processing

Your personal data is collected and further processed for the purpose of the management and follow-up of your request for information about environmental matters and about the EEA, to the extent necessary to ensure that you get an answer. If the public enquiries officer is unable to answer your question, it will be forwarded to another group within the EEA or to the Directorate General for Environment or another Directorate General or Commission service.

2. Recipients of the data processed

For the purpose detailed above, access to your personal data is given to the following persons:

- The EEA staff members in charge of managing the service and those in charge of replying to your enquiry;
- The competent Commission staff members if your enquiry is redirected to the Direction General for Environment or another Commission service; this is done via internal e-mail.

Disclosure to another EU institution may only occur if the reply to the enquiry relates to an issue for which the EEA has no competence (European legislation, European decisions making, environmental data gathered by other European organisations). In such case, you shall be informed that your enquiry has been sent to another EU institution.

No personal data is shared with third parties for direct marketing purposes.

3. Categories of data processed

The only personal data collected and further processed is the information you encode yourself in the on-line form. EEA needs your personal data to send back the information you request, and/or to get in touch with you in relation to it. The compulsory fields concern the subject, the enquiry, your occupation, the purpose of the enquiry and your email address. The other fields in the enquiry form are optional; if you decide to fill them in, the information will only be used for the above purpose of getting in touch with you.

4. Modalities for the processing operation

Personal data is provided by submission of a request on-line. This is an automated processing operation whereby you input the data directly in the form which is then stored in a database.

Personal data is processed manually for the purpose of management of the reply (e.g. contacts through email with the enquirer and/or other EU institutions).

5. *Safeguarding of data processed*

The data collected in the public enquiry database is not accessible by anyone outside the EEA. Inside the EEA, the data can be accessed by internal staff member using a User ID and a password.

6. *Right of access and rectification*

You have no direct access to the data stored. If you wish to modify or delete any of your personal data, you should address your request in writing to the Head of Communication programme at the following address katja.rosenbohm@eea.europa.eu or European Environment Agency, Mrs Katja Rosenbohm, Head of Communication Programme (COM), Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

7. *Legal basis*

The legal bases for the processing operations on your personal data are the following:

- Regulation (EC) No 401/2009 of the European Parliament and of the Council on the European Environment Agency and on the European Environment Information and Observation Network;
- Code of Good Administrative Behaviour (Commission decision 2000/633/EC, ECSC, Euratom);
- Regulation (EC) No 1367/2006 of the European Parliament and of the Council of 6 September 2006 on the application of the provisions of the Aarhus Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters to Community institutions and bodies.

8. *Legality of processing*

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Regulation (EC) No 401/2009 on the EEA and Eionet (Article 5(a) of Regulation (EC) No 45/2001).

9. *Data retention*

All personal data received is stored for a maximum of two years.

10. *Right to appeal*

You are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if you consider that your rights under Regulation (EC) No 45/2001 have been infringed as a result of the processing of your personal data by the EEA.

You may also contact the EEA's Data Protection Officer (DPO) in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: Data.ProtectionOfficer@eea.europa.eu

