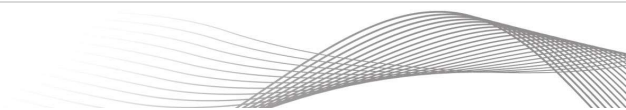


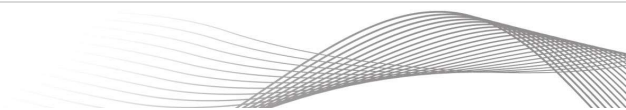
EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Nr.	Item	Description
		<i>Access to documents requests</i>
1.	Last update of this record	11/09/18
2.	Reference number	30
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu Responsible department or role: EDPS Director Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	edps-dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	n/a



Nr.	Item	Description
7.	Purpose of the processing and short description	<p>The purpose of the processing is to ensure the appropriate handling of requests for access to documents under Regulation 1049/2001.</p> <p><i>Short description of the processing operation</i></p> <ul style="list-style-type: none"> - Receipt of the request through different channels, most common through general mailbox but also by post, members of the EDPS, individual staff members, Information & Communication Sector. - Sending an acknowledgement of receipt to the applicant; - Analysis of the request, including defining the scope, assessing possible disclosure of documents originating from the EDPS or third parties; consultation with third parties, assessing public access to personal data contained in documents (Regulation (EU) 2018/1725 applies); - Taking a decision on the request; - Informing the applicant of the decision to disclose or to refuse the disclosure of documents or information; - Possible receipt of a confirmatory request; - Analysis of the confirmatory request; - Taking a decision on the confirmatory request; - Informing the applicant of the decision on the confirmatory request.
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p><i>Categories of persons</i></p> <ul style="list-style-type: none"> - Any natural person or any individual acting on behalf of a legal person who submits a request for access to documents; - Any natural person whose identity appears on the documents requested. This could include personal data about EDPS staff, staff of other EU institutions or personal data of other individuals.



Nr.	Item	Description
		<p>List of data categories</p> <ul style="list-style-type: none"> - Name and contact details of the person requesting the documents; - Any personal data contained in documents and files covered by the scope of the request.
9.	Time limit for keeping the data	The file will be stored by the EDPS for a maximum of ten years after the closure of the case, or as long as or if the EDPS is under a legal obligation to do so.
10.	Recipients of the data	Personal data submitted by the applicants are not disclosed outside the EDPS. Personal data that appear on the requested document may be disclosed to the applicant following an assessment under Article 9(1)(b) of the Regulation provided that the data subjects have been informed about the processing and about their right to object (Articles 15-16 and 23 of the Regulation).
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	n/a
12.	General description of security measures, where possible.	<ul style="list-style-type: none"> - Limited amount of staff are involved on a need-to-know basis when handling a request; - Change access to the case files in the Case Management System is limited on a need-to-know basis to a defined group of EDPS staff handling access to document requests. - Potential paper copies of the request and the documents covered by the scope of the request are stored in a locked cupboard in the office of the transparency officer.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	https://edps.europa.eu/data-protection/our-work/publications/other-documents/requests-access-documents_en

