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For more information:

www.edps.eu.int

The European Data Protection Supervisor (EDPS)

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Each institution processes personal data; they might be yours...
**KEY WORDS**

- **Personal data**
  This is any information relating to a person identified or identifiable either directly or indirectly, in particular by reference to an identification number. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, professional details, etc.

- **Processing**
  This is any operation performed upon these personal data, whether or not by automatic means: collection, recording, alteration, consultation, disclosure, etc.

- **Controller**
  This is the Community institution or body (for example, the Commission, Parliament, Council or an agency), or the Directorate-General, unit or any other organisational entity acting on their behalf, which determines the purposes and means of data processing.

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**YOUR RIGHTS**

- **Am I entitled to know whether a Community institution or body is processing data concerning me?**
  Yes. The controller must provide data subjects, either in advance or as soon as the data have been registered, with information such as the following, in particular:
  - the identity of the controller,
  - the purpose of the processing,
  - the recipients of the data,
  - the rights of the data subjects.

- **Am I entitled to check the data relating to me which the institutions are processing?**
  You have the right to obtain the following free of charge from the controller:
  - access to your personal data and to certain information concerning processing,
  - the rectification of inaccurate or incomplete data,
  - the blocking of data when their accuracy is contested,
  - the erasure of the data where processing thereof is unlawful,
  - notification of any deletion, rectification or blocking of your data to a third party to whom the data have been disclosed.

**Regulation (EC) No 45/2001**

Regulation (EC) No 45/2001 (OJ L 8, 12.1.2001) implements Article 286 of the EC Treaty by providing a legal framework for the processing of personal data by the Community institutions and bodies.

**The European Data Protection Supervisor (EDPS)**

The European Supervisor is an independent supervisory authority responsible for monitoring and ensuring the application of Regulation (EC) No 45/2001 and any other Community act relating to the protection of personal data. He advises the Community institutions and bodies, as well as the data subjects, on any matter relating to the processing of personal data.

**The Data Protection Officers**

Regulation (EC) No 45/2001 establishes that there should be Data Protection Officers in each Community institution or body. These Data Protection Officers ensure the application of the regulation and that the rights and freedoms of the data subjects are not likely to be adversely affected by the processing operations.
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Guide to the protection of personal data in the Community institutions and bodies

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