



## Secretariat of the Transparency Register

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### **JOINT DATA PROTECTION NOTICE – TRANSPARENCY REGISTER<sup>1</sup>**

**Processing activity:** *Transparency Register*

**Joint controllers:** *European Commission, Secretariat General, Directorate C - Transparency, Efficiency & Resources, Unit SG.C.1 – Transparency, Document management & Access to Documents*

*European Parliament, Directorate-General for the Presidency, Directorate for Interinstitutional Affairs and Legislative Coordination, Transparency Unit*

*Council of the European Union, General Secretariat, Unit COMM.2.C – Information Services*

**Record references:** *DPR-EC-00069 for the European Commission*

*No 472 for the European Parliament*

*384R00 for the Council of the European Union*

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## **1. Introduction**

The European Parliament, the Council of the European Union and the European Commission ('the institutions') are committed to protect your personal data and to respect your privacy. Union institutions collect and further process personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council<sup>2</sup>.

This joint data protection notice explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the joint controllers with whom you may exercise your rights, the Data Protection Officers and the European Data Protection Supervisor.

The institutions operate jointly the [Transparency Register](#) established by the Interinstitutional Agreement of 20 May 2021<sup>3</sup> ('the Interinstitutional Agreement').

The Secretariat, a joint operational structure made up of the heads of unit, or equivalent, responsible for transparency issues in each of the institutions and their respective staff, manages the functioning of the Transparency Register. A Management Board, consisting of the Secretaries-General of the institutions, oversees the overall implementation of the Interinstitutional Agreement.

The Secretariat and the Management Board of the Transparency Register process personal data within the meaning of point (3) of Article 3 of Regulation (EU) 2018/1725 in carrying out the respective tasks assigned to them under the Interinstitutional Agreement.

The institutions have signed the Joint Controllership Agreement of 24 March 2022 that sets out the allocation of respective roles, responsibilities and practical arrangements between them for compliance with their data protection obligations under Regulation (EU) 2018/1725 as joint controllers with regard to the processing of personal data involved in the functioning of the Transparency Register. That agreement is an arrangement between the institutions as joint controllers ('the Joint Controllers') within the meaning of Article 28(1) and (2) of Regulation (EU)

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<sup>2</sup> 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, OJ L 295, 21.11.2018, p. 39.

<sup>3</sup> [Interinstitutional Agreement of 20 May 2021 between the European Parliament, the Council of the European Union and the European Commission on a mandatory transparency register](#), OJ L 207, 11.6.2021, p. 1.

2018/1725. This joint data protection notice provides information about the essential elements of that arrangement.

## **2. Why and how do we process your personal data?**

The Joint Controllers process your personal data to the extent that it is necessary for the functioning of the Transparency Register in accordance with the Interinstitutional Agreement.

The joint processing activity covers the following processing operations:

- collection, storage, consultation and review of the personal data provided by the applicants and registrants in their (application for) registration in the internal content management system of the Transparency Register;
- publication on the Transparency Register of the personal data provided by the applicants and registrants through the supporting IT system;
- publication on the Transparency Register of the personal data (names of individuals) provided by the Accreditation Unit of the European Parliament;
- collection, recording and storage of personal data provided through the form for contacting the Secretariat or for lodging a complaint that is available on the website of the Transparency Register, including personal data that may be included in the content of a complaint;
- use of personal data for communication purposes with applicants and registrants with regard to their (application for) registration, such as sending of credentials, reminders, replying to questions or clarification requests or in the framework of eligibility and quality checks;
- use of personal data in the context of handling complaints, carrying out investigations, applying and reviewing measures;
- collection of personal data of staff of the Secretariat for the purpose of allocation and management of tasks related to the functioning of the Transparency Register, in particular correspondence items, quality checks and the handling of complaints;
- exporting of statistical data (in Excel, PDF and Xml formats).

The joint processing activity does not cover the processing of personal data involved in the following processing activities, for which the European Parliament, the Commission or the Council act as sole controllers:

- granting interest representatives long-term access to European Parliament premises, including the handling of accreditation requests<sup>4</sup>; the Joint Controllers do not collect personal information of individuals applying for such accreditation through the Transparency Register;
- granting interest representatives nominative badges for temporary access to Council premises<sup>5</sup>;

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<sup>4</sup> The European Parliament (Directorate-General for Security and Safety, Accreditation Unit) is sole controller for this processing, as detailed in the record with the reference number 435 of the European Parliament's Data Protection Registry Accreditation - Passes and authorisations granting access to European Parliament's premises (Accréditation - Titres et autorisations d'accès au Parlement européen).

<sup>5</sup> The Council (Directorate for Safety and Security, Accreditation and Access management) is sole controller for this processing, as detailed in the record with the reference number 134R01 of the register of processing operations of the General Secretariat of the Council (Système de contrôle d'accès aux bâtiments du Conseil / System for controlling access to Council buildings).

- the publication of information on meetings held by Members of the Commission, members of Cabinets and Directors-General of the Commission with registered interest representatives<sup>6</sup>;
- the publication of the names of individuals appointed as 'Type B members' to Commission expert groups<sup>7</sup>;
- the publication of responses by applicants and registrants to public consultations of the Commission<sup>8</sup>;
- the exporting of statistical data for publication on the EU Open Data Portal;
- the management of subscription mailing lists for purposes of automatic notifications about activities of the European Parliament, the Council or the Commission not related to the Transparency Register<sup>9</sup>.

Your personal data are not used for any automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data because such processing is necessary:

- for the performance of a task carried out in the public interest / in the exercise of official authority vested in the Joint Controllers, in accordance with point (a) of Article 5(1) of Regulation (EU) 2018/1725;
- for compliance with (a) legal obligation(s) to which the Joint Controllers are subject, in accordance with point (b) of Article 5(1) of Regulation (EU) 2018/1725.

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<sup>6</sup> The Commission is sole controller for this processing. For more information about how the Commission processes personal data when publishing meetings with registered interest representatives, please consult the record with reference number [DPR-EC-02047 – 'Publication of \(i\) meetings with interest representatives held by Commissioners, their Cabinet members and Directors-General, and of \(ii\) an overview of mission expenses per Commissioner'](#) of the Register of the Data Protection Officer of the Commission.

<sup>7</sup> The Commission is sole controller for this processing, as detailed in the record with reference number [DPR-EC-00656 – 'Providing a public register of Commission expert groups and other similar entities'](#) of the Register of the Data Protection Officer of the Commission. The information published in the Transparency Register does not contain personal data; it includes only a reference to the public register of Commission expert groups where relevant personal data are published.

<sup>8</sup> The Commission is sole controller for this processing, as detailed in the record with reference number [DPR-EC-00596 – 'Commission feedback mechanisms that make it possible for EU citizens to provide feedback on roadmaps, inception impact assessments, delegated and implementing acts and legislative proposals and to respond to public consultations'](#) of the Register of the Data Protection Officer of the Commission. The information published in the Transparency Register does not contain personal data; it includes only a reference to the submission published on the Better Regulation Portal, that may contain personal data of the respondent.

<sup>9</sup> The Transparency Register includes a feature that allows registrants to opt for receiving automatic notifications on activities of the institutions, not related to the Transparency Register itself, for information and awareness-raising purposes in areas of Union policies and action. The personal data that is processed for this purpose is the full name and email address of the subscribing individual. A registrant may choose to subscribe to such notifications at their discretion; the legal basis for that processing being therefore the consent of the subscribing individual in accordance with point (d) of Article 5(1) of Regulation (EU) 2018/1725. The data subjects concerned have the right to withdraw consent at any time, such withdrawal not affecting the lawfulness of processing based on consent before its withdrawal. You can find more information on the rights of data subjects under Heading 8 of this joint data protection notice. The Commission, in particular, publishes information on the processing of personal data in the context of management of subscriptions to receive information in the record with reference number [DPR-EC-03928 – 'Management of subscriptions to receive information'](#) of the Register of the Data Protection Officer of the Commission.

The legal basis for that processing is the Interinstitutional Agreement, an agreement concluded in accordance with Article 295 of the Treaty on the Functioning of the European Union.

In limited circumstances, we may process your personal data based on your consent, in accordance with point (d) of Article 5(1) of Regulation (EU) 2018/1725. Please see under Heading 7 below.

#### **4. Which personal data do we collect and further process?**

The joint processing concerns the following categories of personal data:

- (a) name of the applicant or registrant, where the applicant or registrant is a natural person (self-employed individual);
- (b) name, position and e-mail address of the person legally responsible and of the person in charge of relations with the Union for the applicant or registrant;
- (c) name, e-mail address and telephone number of the contact persons designated by the entity (applicant or registrant);
- (d) name of natural persons with authorisation to access the European Parliament's premises;
- (e) name of (a) contributor(s) to the budget of a registrant that does not represent commercial interests, where the contributor is a natural person;
- (f) name and e-mail address of natural persons lodging a complaint with the Secretariat in a personal capacity or on behalf of a legal person, and any name(s) or other personal data that may be included in the body of a complaint;
- (g) name, e-mail address, personal/ professional capacity and country of natural persons contacting the Secretariat through the online 'Contact us' form as well as content of the message included in this form;
- (h) name and online identifiers (logs) of staff of the Secretariat, processed internally in the Transparency Register internal content management system (IT system) for the purpose of allocation and management of tasks related to the functioning of the Transparency Register, in particular correspondence items, quality checks and the handling of complaints.

#### **5. How long do we keep your personal data?**

The Joint Controllers keep your personal data for a period of five years as follows:

- for registrant data entered in the Transparency Register, as of the last update of the registration;
- for personal data contained in administrative files, as of the closure of the relevant procedure, inquiry or file, unless it is necessary to keep that data in case of administrative or judicial proceedings until a final judgment is handed down;
- for personal data of staff of the institutions in the Transparency Register internal content management system (IT system), as of the last action of a staff member in the IT system, without prejudice to the data being kept in the system in the longer term to allow the tracking and auditing of compliance actions (quality checks, handling of complaints and investigations) subject to appropriate technical and organisational measures.

## **6. How do we protect and safeguard your personal data?**

The Joint Controllers implement technical and organisational measures to ensure the appropriate level of protection and security of your personal data. Those measures include appropriate decisions and actions to address IT security issues linked to the Transparency Register, including user access and authentication measures, and the confidentiality of electronic communications.

The Commission operates the information technology (IT) system supporting the Transparency Register. The Commission takes measures to ensure and protect the security, integrity and confidentiality of the personal data processed in the IT tool, in line with [Commission Decision \(EU, Euratom\) 2017/46](#) on the security of communication and information systems in the Commission<sup>10</sup>.

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

The following personal data are made public on the Transparency Register in accordance with the Interinstitutional Agreement:

- name of the registrant, where the registrant is a natural person (self-employed individual);
- name of the person legally responsible for the registered entity and of the person in charge of relations with the Union;
- name of natural persons with authorisation to access the European Parliament's premises;
- name of (a) contributor(s) to the budget of a registrant that does not represent commercial interests, where the contributor is a natural person.

The above personal data in the Transparency Register are provided by registrants themselves<sup>11</sup>.

In the context of complaints, the Secretariat:

- assesses the disclosure to the registrant(s) concerned of any personal data that may be included in the body of a complaint, in accordance with the applicable provisions of Regulation (EU) 2018/1725;
- does not disclose to the registrant(s) concerned or any third party the name of the natural person lodging a complaint with the Secretariat in a personal capacity or on behalf of a legal person, unless that natural person has given its consent to disclose his or her identity.

Without prejudice to making certain personal data publicly available on the Transparency Register as specified in this joint data protection notice, personal data undergoing processing:

- are accessed, subject to appropriate (id/password) authentication, only by authorised staff of the Joint Controllers;
- are processed only within the territory of the Union;

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<sup>10</sup> Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission, OJ L 6, 11.1.2017, p. 40.

<sup>11</sup> With the exception of European Parliament accreditation data, which is provided by the European Parliament accreditation service.

- are not transferred to recipients in third countries or international organisations, unless otherwise required by law;
- are not disclosed by transmission to recipients in the Union, unless required by law. Pursuant to point (13) of Article 3 of Regulation (EU) 2018/1725, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients<sup>12</sup>.

## **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III of Regulation (EU) 2018/1725, in particular:

- the right to access your personal data and to obtain confirmation as to whether or not personal data concerning you are being processed;
- the right to rectify your personal data when they are inaccurate or incomplete;
- the right to have your personal data erased on one of the specific grounds referred to in Article 19(1) of Regulation (EU) 2018/1725;
- the right to restrict the processing of your personal data in the cases referred to in Article 20(1) of Regulation (EU) 2018/1725;
- the right to object, on grounds relating to your particular situation, to the processing of your personal data; and
- the right to data portability.

To the extent that the processing of your personal data is based on consent, you can withdraw your consent at any time by notifying the Joint Controllers. Such withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn your consent.

The Joint Controllers have designated the Secretariat as the contact point for data subjects. You can therefore exercise your rights by contacting the Secretariat using the contact information given under Heading 9 below.

You can also exercise your rights by contacting one or all of the Joint Controllers, or their Data Protection Officers. You can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

You will be provided with information on any request to exercise your above-mentioned rights within one month of receipt of your request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

## **9. Contact information**

### **- Joint Controllers**

If you would like to exercise your rights under Regulation (EU) 2018/1725, if you have comments, questions or concerns, or if you would like to submit a complaint regarding the processing of your personal data, please contact the Secretariat at:

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<sup>12</sup> The personal data may be used in procedures before EU or national courts, the European Court of Auditors or the European Ombudsman, as provided by law.

[SG-TRANSPARENCY-REGISTER@ec.europa.eu](mailto:SG-TRANSPARENCY-REGISTER@ec.europa.eu)

The contact information of the Joint Controllers is as follows:

European Commission, Secretariat-General, Unit C.1, Transparency, Document Management & Access to Documents: [SG-TRANSPARENCY-REGISTER@ec.europa.eu](mailto:SG-TRANSPARENCY-REGISTER@ec.europa.eu)

European Parliament, Directorate-General for the Presidency, Directorate for Interinstitutional Affairs and Legislative Coordination, Transparency Unit:  
[TRANSPARENCY-REGISTER-CONTACT@europarl.europa.eu](mailto:TRANSPARENCY-REGISTER-CONTACT@europarl.europa.eu)

Council of the European Union, General Secretariat, Unit COMM.2.C, Information Services: [GSC-TRANSPARENCY-REGISTER@consilium.europa.eu](mailto:GSC-TRANSPARENCY-REGISTER@consilium.europa.eu)

**- Data Protection Officers of the Joint Controllers**

You may contact any of the Data Protection Officers of the Joint Controllers with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725 via:

European Parliament:  
[Data-Protection@europarl.europa.eu](mailto:Data-Protection@europarl.europa.eu)

Council of the European Union:  
[Data.Protection@consilium.europa.eu](mailto:Data.Protection@consilium.europa.eu)

European Commission:  
[DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)

**- European Data Protection Supervisor**

You have the right to have recourse, i.e. you can lodge a complaint to the European Data Protection Supervisor via [edps@edps.europa.eu](mailto:edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by any of the Joint Controllers.

**10. Where to find more detailed information?**

The Commission Data Protection Officer publishes the register of all records of processing activities in the Commission. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing activity has been included in the Commission Data Protection Officer's public register with the following Record reference: *DPR-EC-00069*.

The Data Protection Register of Records of data processing operations in the European Parliament gathers records on the processing of personal data carried out by the Parliament.  
<https://www.europarl.europa.eu/data-protect/index.do>

This specific processing operation has been included in the European Parliament Data Protection Registry with the following Record reference: *No 472*.



The Data Protection Officer of the General Secretariat of the Council of the European Union publishes the register of all records of processing activities in the Council. It is available at the following link:

<https://www.consilium.europa.eu/en/general-secretariat/corporate-policies/data-protection/search/>

The relevant record of processing activity is included in the Council Data Protection Register with the following reference: *384R00*.