



19 April 2021  
EMA/486119/2020

## Records of data processing activity for personal data of staff or external experts processed in a procurement procedure

1.	Last update of this record, version number:	19 April 2021, version 1
2.	Reference number:	A31
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Administration and Corporate Management Division Contact: <a href="mailto:datacontroller.administration@ema.europa.eu">datacontroller.administration@ema.europa.eu</a>
4.	Name and contact details of DPO:	<a href="mailto:dataprotection@ema.europa.eu">dataprotection@ema.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Purpose of the processing	The purpose of this data processing activity is the collection and assessment of declarations of interest provided by staff or external experts involved in an individual procurement procedure.
8.	Description of categories of persons whose data EMA processes and list of data categories	Procurement actors: EMA staff member (temporary agent, contract agent), trainee, national expert, interim or external experts (contractors).
9.	Time limit for keeping the data	The minimum amount of personal data is collected that is necessary for the procurement procedure. Upon completion of the retention period: the procurement documentation is destroyed 5 years after award decision.

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10.	Recipients of the data	The data collected will be processed internally by staff within the EMA Division responsible for the procurement procedure. Access is given to other internal entities involved in procurement and to the specific EMA service with overarching procurement responsibility across the Agency. Also, if appropriate, access will be given to the Internal Audit Service, the European Ombudsman, the European Data Protection Supervisor and/or the European Court of Auditors.
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.	The Agency has appropriate technical and organisational measures (security policies and procedures) in place to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. Access by EMA internal users is password-protected. In particular, procurement documentation is stored electronically on a secure network in an electronic records management system, to which access is only granted to EMA procurement actors working on a specific procurement procedure as well as the EMA staff in the service with overarching procurement responsibility at the Agency. Access is granted, as needed to the Internal Audit Service and the European Court of Auditors.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Details concerning the processing of your personal data are available on the Agency's website at: <a href="https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement">https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement</a>