



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

14 July 2020
EMA/445121/2019

Privacy statement for legal entity and bank account validation

In line with Article 51 of the *Financial Regulation applicable to the budget of the European Medicines Agency*¹, the accounting officer of the European Medicines Agency (thereinafter “Agency” or “EMA”) will keep your personal data in a file and record them in the Agency’s accounting system only to the extent necessary to process and account for financial and contractual relations you have or will have, directly or indirectly, with the Agency.

1. Who is the data controller?

EMA is ultimately responsible as the data controller to ensure compliance with Regulation (EU) 2018/1725. Internally, the Head of Administration and Corporate Management Division has been appointed to act as the Data Controller.

The contact details of the Data Controller are the following:

datacontroller.administration@ema.europa.eu

2. Purpose of this data processing

We use the personal information of staff members, seconded national experts, trainees, interims, persons attending selection procedures and participants to regulatory and scientific meetings to establish the legal entity and payment details of the payee and enter them in a file for which the accounting officer is responsible in order to ensure transparency, accountability and proper payment implementation.

3. What personal data do we collect and how?

Your personal data are collected directly from you by your contact in the Agency, who will then record them in a payees’ file and send them to the accounting officer to be validated.

By requesting you to fill in a form, we collect and process your following personal data:

- First name and surname.
- Bank account holder name, exactly as it shows on the bank statement. If you hold a joint bank account with another individual we will record the full account name;
- Bank name, IBAN, account number and sort code, SWIFT/BIC.

¹ Available here: www.ema.europa.eu/en/documents/other/financial-regulation-applicable-budget-european-medicines-agency_en.pdf



- Email address for sending a remittance advice (for participants to regulatory and scientific meetings only)

4. Legal Basis for data processing

The processing of personal data for the purpose of bank account validation is required under Article 51 of the *Financial Regulation applicable to the budget of the European Medicines Agency*. Before entering into a commitment towards a third party, the authorising officer shall confirm the payee's identity, establish the legal entity and payment details of the payee and enter them in a file for which the accounting officer is responsible in order to ensure transparency, accountability and proper payment implementation. According to this aforementioned provisions, Article 86 of Regulation (EU, Euratom) 2018/1046² shall apply to the Agency mutatis mutandis.

Accordingly, this data processing is necessary for the management and functioning of the Agency and therefore it is based on Article 5(1)(a) of Regulation (EU) 2018/1725 with reference to Recital (22) of that Regulation.

5. How long do we keep your data?

To provide an audit trail on financial transactions executed by the Agency, recorded personal data are kept for a maximum of 10 years after the last transaction.

6. Who has access to your information?

All authorised Agency staff dealing with financial and accounting matters have access to your data. In addition, we may share your personal data with European Union control authorities charged with a monitoring or inspection task in conformity with EU law, for example the Internal Audit Service of the European Commission, the Court of Auditors, the Financial Irregularities Panel, the European Anti-fraud Office (OLAF) and any other institution or entity responsible for audits or investigations.

7. How do we protect and safeguard your information?

The data collected in the Agency accounts can be accessed by authorised Agency staff, using a user ID and a password. The organisational entities charged with the operational execution guarantee the appropriate confidentiality and the technical and organisational security, as requested by the applicable data protection provisions.

8. Your data protection rights

As data subject (i.e. the individual whose personal data is processed), you have a number of rights:

- **Right to be informed** – This Privacy Statement provides information on how EMA collects and uses your personal data.
- **Right to access** – You have the right to access your personal data. You have the right to request and obtain a copy of the personal data processed by EMA. Requests for other information, such as information on recipients can be directed to the Data Controller on the contact details stated in this Privacy Statement.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal if it is incorrect or incomplete.

² Available here: <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32018R1046>

- **Right to erasure** – You have the right to require EMA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. In certain cases your data may be kept to the extent it is necessary, for example, to comply with a legal obligation of the Agency or if it is necessary for reasons of public interest in the area of public health.
- **Right to restrict processing** – In a few, codified cases, you have the right to obtain the restriction of the processing, meaning that your data will only be stored, but not actively processed for a limited period of time. For more information about this right and its limitations, see the EMA General Privacy Statement, hosted at www.ema.europa.eu/en/about-us/legal/privacy-statement.
- **Right to object** – You have the right to object at any time to this processing on grounds related to your particular situation.
- **Right to portability** - Where the processing is carried out in automated means you have the right to receive your personal data (which was provided to the EMA by you) in a machine-readable format. You may also ask the EMA to directly transfer such data to another controller.

The rights of the data subject can be exercised in accordance with the provisions of Regulation (EU) 2018/1725. For anything that is not specifically provided for in this privacy notice, please refer to the contents of the general EMA Privacy Statement: www.ema.europa.eu/en/about-us/legal/privacy-statement.

9. Recourse

In case you have any questions regarding the processing of your personal data, or you think that the processing is unlawful or it is not in compliance with this Privacy Statement, please contact the Data Controller.

The contact details of the **Data Controller** are: datacontroller.administration@ema.europa.eu

Data subjects may lodge a complaint with the **EMA Data Protection Officer**: dataprotection@ema.europa.eu.

You also have the right to lodge a complaint with the **European Data Protection Supervisor**:

- Email: edps@edps.europa.eu
- Website: www.edps.europa.eu
- Further contact information: www.edps.europa.eu/about-edps/contact_en