



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

2 March 2020
EMA/634004/2019

European Medicines Agency's Privacy Statement For the Information Centre

The European Medicines Agency (hereinafter "EMA" or "Agency") is committed to respect the right to data protection of its staff members and the public. The Agency collects and uses personal data in accordance with 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.

This Privacy Statement explains the most essential details of the processing of personal data by EMA in the context of the managing the loaning of Information Centre material. This includes processing data in order for EMA staff to be registered and be able to use the Information Centre's loaning services and to access the online catalogue's personal interface.

1. Who is responsible for your data?

1.1. Who is the data controller?

EMA is ultimately responsible to comply with your data protection rights and freedoms. On behalf of EMA, the Head of Stakeholders and Communication Division is appointed as a 'Data Controller' to ensure the lawful conduct of this processing operation.

The contact details of the Data Controller are the following: S-DataController@ema.europa.eu

2. Purpose of this data processing

The purpose of this data processing activity is to enable staff members, delegates and other experts to use the services of the EMA Information Centre in the context of performing of the Agency tasks, including:

- Registering staff in the Information Centre's integrated library software in order for them to be able to use the Information Centre's loaning services
- Provide staff with access to the online catalogue's personal interface.

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Address for visits and deliveries Refer to www.ema.europa.eu/how-to-find-us

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3. What personal data do we process and how?

3.1. Personal Data concerned

In this processing operation we process data collected from the starting checklist received from Staff Support when new staff joins the Agency or directly from individuals when they wish to use the EMA Information Centre's loaning services (in the case of visiting experts, delegates or contractors). Such data may include the following:

- Basic personal information, i.e. surname, first name,
- Type of contract and duration of contract,
- If applicable, login name for EMA operating system and email address or other email address provided by you (in case you are a visiting expert, delegate or contractor).

3.2. Legal Basis

In case you are a visiting expert, delegate or contractor, when you provide your data, you consent to the processing of that data in accordance with this Privacy Statement. Please refer to section 6 below concerning your rights regarding the processing of your data, including the right to withdraw your consent.

In addition, the data processing of EMA staff in the context of managing the loaning of Information Centre material is necessary for the management and functioning of the Agency and the performance of its tasks carried out in the public interest as required by Regulation (EC) No 726/2004, Directives 2001/83/EC and 2001/82/EC and other applicable Union legislation.

4. How long do we keep your data?

The data is deleted when your contract with the Agency ends and you leave the Agency. The deletion is performed manually by Information Centre staff, as part of processing the leaving checklist received from Staff Support. In the case of visiting experts, delegate or contractors, data is deleted after a maximum of 1 year from the last request for services from the Information Centre. The deletion is performed manually by Information Centre staff.

The data is only kept if you have documents on loan after your last contractual day. In this case the Information Centre liaises with Staff Support to contact you and resolve the issue. The data is kept until the issue is resolved but not longer than one year.

5. Who has access to your information and to whom is it disclosed?

The data collected will be processed internally by staff in the EMA Information Centre.

6. 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.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal data if it is incorrect or incomplete.
- **Right to withdraw consent** – You have the right to withdraw your consent to the processing of your personal data. However, this will not affect the lawfulness of any processing carried out before consent is withdrawn.

Please note that if you withdraw your consent, the Agency may not be able to provide certain services to you. EMA will advise you if this is the case at the time you withdraw your consent.

- **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** – If the Agency processes your data for the performance of a task in the public interest (without your consent or another lawful basis); you have the right to object to this processing on grounds related to your particular situation.

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

7. 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 or the general EMA Privacy Statement, please contact the **Data Controller** at S-DataController@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 (EDPS)** at any time at the following address:

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