



## **Data Protection Notice**

EESC Information Centre and CoR Information Hub

[Regulation \(EU\) No 2018/1725](#) applies to the processing of personal data collected in order for the EESC's Information Centre and CoR Information Hub to provide document services, including book lending.

### **1. Who is responsible for processing personal data?**

The European Economic and Social Committee and European Committee of the Regions are responsible for the processing of personal data.

The departments responsible are:

- EESC Information Centre, Directorate D, Information Centre and Document Management Sector (ICD), [biblio@eesc.europa.eu](mailto:biblio@eesc.europa.eu)
- CoR Information Hub, Directorate A 1, [InformationHub@cor.europa.eu](mailto:InformationHub@cor.europa.eu)

EESC and CoR are jointly responsible for the shared use of the same ALMA database administered by the two institutions.

### **2. What is the purpose of the processing?**

Personal data are collected and processed in order to provide access to the Information Centre/Information Hub's services: book loans, access to electronic content, book renewals and reminders, book borrowing via the inter-library loan system, responses to various document research requests.

### **3. What is the legal basis for the data processing?**

- Article 5(1)(a) of Regulation (EU) No 2018/1725 ('processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body') provides a legal basis for the processing of your data when it is necessary for the management and functioning of the institution, as reflected in the second sentence of Recital 22 of the Regulation.

- Optional data (office and telephone numbers (professional or personal) is processed only with your consent (Article 5(1)(d) of Regulation (EU) No 2018/1725). You are not required to provide this information, and your choice will not affect your access to the service. You may withdraw your consent at any time.

#### **4. What personal data are processed?**

We collect the following personal data: surname, first name, e-mail address and materials borrowed or consulted. On an optional basis, the Centre may collect office and telephone numbers (professional or personal).

These data are recorded in the ALMA library management system, which is a software used by several European institutions for their library services. The data are stored on servers belonging to Ex Libris (the software producer) based in the EU.

#### **5. Who are the recipients or categories of recipients of your personal data?**

Only authorised persons of the EESC Information Centre staff, CoR Information Hub staff and the contractor Ex Libris.

#### **6. Are your personal data transferred to third countries (non-EU Member States) or international organisations?**

No, your personal data are not transferred to non-EU member states or to international organisations.

#### **7. How can you exercise your rights?**

You have the right to request access to your personal data. You also have the right to request rectification or erasure or restriction of the processing of your personal data. Where applicable, you have the right to object to the processing of your data.

Where applicable, you have the right to receive your personal data provided to the controller or to have your personal data transmitted directly to another controller (data portability).

Where the legal basis is consent, you may withdraw it (your consent) at any time.

You can send your queries to [biblio@eesc.europa.eu](mailto:biblio@eesc.europa.eu) or [InformationHub@cor.europa.eu](mailto:InformationHub@cor.europa.eu). Any queries will be dealt with within 15 working days. You have the right to lodge a complaint with the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) No 2018/1725 have been infringed as a result of the processing of your personal data by the EESC.

#### **8. How long are your personal data kept for?**

For Staff: for the duration of their career at the EESC/CoR.

For Members: for the duration of their term of office at the EESC/CoR.

**9. Are the personal data collected used for automated decision-making, including profiling?**

No, your personal data will not be used to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

**10. Will your personal data be further processed for a purpose other than that for which the data were obtained?**

No, your personal data will not be further processed for a different purpose.

**11. Who can you contact if you have queries or complaints?**

If you have any further questions about the processing of your personal data, please contact the department responsible for processing them: [biblio@eesc.europa.eu](mailto:biblio@eesc.europa.eu) or [InformationHub@cor.europa.eu](mailto:InformationHub@cor.europa.eu). You may also contact the EESC Data Protection Officer ([data.protection@eesc.europa.eu](mailto:data.protection@eesc.europa.eu)) and/or the CoR Data Protection Officer ([data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu)) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) at any time.