



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: JRC Data Catalogue

Data Controller: JRC.T.4 “Data governance and services”

Record reference: DPR-EC-01858

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement 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 responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “JRC Data Catalogue” undertaken by JRC.T.4 “Data governance and services” is presented below.

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

Purpose of the processing operation: JRC.T.4 “Data governance and services” collects and uses your personal information to set up and manage the JRC Data Catalogue, in which you can find an inventory of data produced by the JRC in accordance with the JRC Data Policy.

In particular, the JRC Data Policy aims to complement the JRC Policy on Open Access to Scientific Publications and Supporting Guidance, and to promote open access to research data in the context of Horizon 2020 and Horizon Europe.

The main purposes of the JRC Data Catalogue are to:

- Provide a central overview of data that the JRC produces (alone or in collaboration with third parties) and that can be shared with the public.
- Support the data governance at JRC.
- Act as a single channel for automatically feeding the European Data Portal with relevant metadata (metadata are textual descriptions of the datasets contained in the catalogue) to be published there.
- Contribute to the JRC’s new role with respect to knowledge management.

Your personal data will not be used for an automated decision-making including profiling.

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

We process your personal data, because, according to Article 5(1)(a) of Regulation (EU) 2018/1725, the 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.

The basis for the processing referred to above has been laid down in the following Union law: Commission Decision of 12 December 2011 on the reuse of Commission documents (2011/833/EU).

We do not process **special categories of personal data**, therefore Article 10 of Regulation (EU) 2018/1725 does not apply.

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

In order to carry out this processing operation JRC.T.4 “Data governance and services” collects the following categories of personal data:

- **JRC Staff (who logs in to the catalogue):**
 - Mandatory information: First name and surname and email, which is collected automatically during login (ECAS/EU login), the purpose of which is only for showing the information when logged in. First name and surname can be selected to appear as author of a dataset if the JRC staff wants. Otherwise, this information can be excluded (i.e. reference would be made to the European Commission / JRC staff, with no individual reference to authors/contributors).
 - Non-mandatory/optional: Affiliation and ORCID (Open Researcher and Contributor ID) profile.
- **Co-authors external to JRC:**
 - Non-mandatory/optional: First name and surname, email, affiliation and ORCID (Open Researcher and Contributor ID) profile.

The provision of your ECAS/EU Login username (only in case of JRC staff) is mandatory for authentication and authorization. During login first name and surname and email will be collected automatically for the purpose of the application only. If you want to appear as author/contributor of a dataset, first name and surname can be added and published but this is not required. Users can decide if they want to appear in the catalogue as individual authors/contributors or alternatively they simply say European Commission (with no reference to individual authors/contributors).

For more information on ECAS/EU login, please see DIGIT record DPR-EC-03187 on ‘Identity & Access Management Service (IAMS)’.

The provision of your affiliation and ORCID (Open Researcher and Contributor ID) profile is not mandatory.

5. How long do we keep your personal data?

JRC.T.4 “Data governance and services” only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely as long as the JRC Data Catalogue is active in order to provide evidence, visibility and acknowledgment to the author who contributed to produce the scientific/research data, as well as references/contacts to the users of these data. The processed personal data can be deleted at any time upon request from the user. The user can also edit or delete directly data in the user profile.

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

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into

consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. In particular, only JRC staff can introduce data related to authors/contributors (bibliographic information) in the JRC Data Catalogue.

Your personal data will be published on a publicly available internet website (e.g. JRC Data Catalogue <https://data.jrc.ec.europa.eu/>), if you should decide to appear as author of a dataset. This means that they are accessible worldwide.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

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

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725 on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller of the corresponding data set (reachable via the specific contact details) or the Data Controller of JRC unit T.4 / JRC data catalogue team reachable via e-mail to:

JRC-DATA-SUPPORT@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU)

2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (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 the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-01858 - JRC Data Catalogue