

Privacy statement on processing personal data for Legal Entity and Financial Identification

Protecting your privacy is of the utmost importance to the European Union Intellectual Property Office ('EUIPO', 'the Office' or 'the controller'). The Office is committed to respecting and protecting your personal data and ensuring your rights as a data subject. All data of a personal nature that identifies you directly or indirectly will be handled fairly, lawfully and with due care.

This processing operation is subject 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The information in this communication is given pursuant to Articles 15 and 16 of the Regulation (EU) 2018/1725 and Article 51 of the Office's Financial Regulation.

1. What is the nature and the purpose of the processing operation?

Personal data is collected and managed by the Office in a common file (Legal Entity and Financial Identification) and recorded in the Office'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 Office.

Data is collected and managed by the Office to ensure that contacts are channelled and contracts are signed through/by the person(s) identified in the Legal Entity and Financial Identification and payment is made to the bank account stated therein.

2. What personal data do we process?

Personal data processed is the one recorded in the [Legal Entity and Financial Identification](#).

3. Who is responsible for processing the data?

The processing of the personal data is carried out under the responsibility of the director of the Finance Department, acting as delegated EUIPO data controller.

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

Personal data collected will be treated confidentially and processed by authorised staff members. For the purposes of safeguarding the Union's financial interests, the personal data may be transferred to internal audit services, to the European Court of Auditors or to the European Anti-Fraud Office (OLAF), and between authorising officers of the Union bodies, the Commission and the executive agencies, the European Court of Justice and any other institution responsible for audits and investigations.

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5. How do we protect and safeguard your information?

We implement appropriate technical and organisational measures in order to safeguard and protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

Personal data is stored in secure IT applications according to the Office's security standards. The Office's accounting system has restricted access rights. Members of staff who have access to personal data are required to protect it in a manner consistent with this privacy statement.

6. How can you access your personal information and, if necessary, rectify it? How can you receive your data? How can you request that your personal data be erased, or restrict or object to its processing?

You have the right to access, rectify, erase and receive your personal data, as well as to restrict and object to the processing of your data, as provided in Articles 17 to 24 of Regulation (EU) 2018/1725.

If you wish to verify what personal data is stored on your behalf by the controller, and/or have it modified, corrected or deleted, please send an explicit written request to the delegated data controller, the Finance Department director. Any request for correction of your personal data will be evaluated considering data protection requirements.

Your request will be answered without undue delay, and in any event within one month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, this period may be extended by two further months where necessary, taking into account the complexity and number of requests. The Office shall inform you of any such extension within one month of receipt of the request, together with the reasons for the delay.

7. What is the legal basis for processing your data?

Personal data is collected and processed in accordance with the following legal instrument(s):

- processing is based on points (a) and (c) of paragraph 1 of Article 5 of Regulation (EU) 2018/1725;
- Regulation No BC-1-19 of the Budget Committee of the European Union Intellectual Property Office of 10 July 2019 laying down the financial provisions applicable to the Office ('Financial Regulation');
- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012;

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- the provisions of the Staff Regulations (SR) and Conditions for Employment of Other Servants (CEOS) and the administrative decisions related hereto.

8. How long do we store your data?

The data is subject to the administrative retention period stated in the Office's retention policy in force. Once the period has elapsed, paper documents stored in the Office archives will be destroyed. The retention period runs from the date the file is closed.

Furthermore, to provide an audit trail and allow queries on past payments at all times, no recorded data is deleted from the accounting system. The forms and documents are archived electronically.

9. Whom should you contact if you have questions/queries concerning the processing of your personal data?

Should you have any queries on the processing of your personal data, please address them to the data controller at the following email address:

FD.DataProtection@euipo.europa.eu

You can contact the EUIPO's Data Protection Officer at:

DataProtectionOfficer@euipo.europa.eu

10. Forms of recourse

If your request has not been responded to adequately by the data controller and/or DPO, you can lodge a complaint with the European Data Protection Supervisor at: edps@edps.europa.eu.