



SPECIFIC PRIVACY STATEMENT FOR PROCESSING OF PERSONAL DATA RELATED TO PROCUREMENT PROCEDURES

1. Context and Controller

As the Translation Centre collects and further processes personal data, it 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 (hereinafter referred to as the Data Protection Regulation).

Processing operations are under the responsibility of the Controller, indicated in the call for expression of interests or the Invitation to tender, regarding the collection and processing of personal data. As laid down in Articles 15 and 16 of the Data Protection Regulation, the Translation Centre provided candidates with the following information prior to their application.

2. What personal information do we collect, for what purpose, under which legal bases and through which technical means?

Types of personal data

Personal data collected and further processed concern the tenderer or candidate and its staff or subcontractors (natural persons). Information can relate to the following data:

Name, place of birth, date of birth, nationality, function, country of residence, field of the University diploma;

Contact details (postal address, e-mail address, internet address, business telephone number, mobile telephone number, fax number);

Certificates for national social security contributions and taxes paid, extract from judicial records;

Bank account references (IBAN and BIC codes), VAT number, passport number, ID number;

Information for the evaluation of selection criteria: expertise, technical skills and languages, educational background, professional experience including details on current and past employment;

Declaration on honour that you are not in one of the situations referred to in Article 136 to 141 of the Financial Regulation.

Purpose

Upon receipt of your expression of interest or tender organised by the Translation Centre, your personal data is collected and further processed for the purpose of the management and administration of procurement procedures by the Translation Centre's services.

Legal bases

The legal bases for the processing operations on personal data are:

Regulation (EU, Euratom) No 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, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, hereafter "Financial Regulation";

The Centre's Founding Regulation, Council Regulation (EC) No 2965/94 of 28 November 1994, as last amended by Council Regulation (EC) No 1645/2003 of 18 June 2003;

Technical means

Your personal data is provided by submission of your expression of interest or tender.

The information is collected in files stored in an isolated secure system. The information is processed by Translation Centre's personnel and transferred to the Translation Centre's systems (as described in point 4), under the responsibility of the Controller mentioned in the call for expression of interests or the Invitation to tender.

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

For the purpose detailed above, access to your personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

Translation Centre staff as well as outside experts who work on behalf of the Translation Centre for the purposes of management of the tender selection and evaluation procedure.

If appropriate, access may be given to the internal auditor of the Centre and the Court of Auditors (for audit purposes), members of the Centre's Legal Affairs Section, the OLAF, the Court of Justice of the European Union and the European Ombudsman;

In case you are awarded a contract, some of the personal data mentioned in point 2 will be processed for inclusion in the ABAC-database to allow the processing of information for payment purposes.

Members of the public: in case you are awarded a contract by the Translation Centre, your personal data will be made public, in accordance with the Translation Centre's obligation to publish information on the outcome of the procurement procedure (Article 163 of the Financial Regulation). The information will concern in particular your name, the lot awarded, the total number of offers received and the lowest and highest price offer. It will be published in supplement S of the Official Journal of the European Union and/or on the website of the Translation Centre.

4. How do we protect and safeguard your information?

The collected personal data and all related information are stored:

For the duration of the validity of the list for which you submitted an expression of interest, or after closure of the procurement procedure on the premises of the Translation Centre and on servers of a computer centre of the Translation Centre.

5. How can you verify, modify or delete your information?

In case you wish to verify which personal data is stored on your behalf by the responsible Controller, have it modified, corrected, or deleted, please make use of the contact information mentioned in the call for expression of interest or Invitation to tender, by explicitly describing your request. Any correction of your personal data will be taken into consideration from the data protection point of view.

Special attention is drawn to the consequences of a request for deletion, as this may lead to an alteration of the terms of the tender and lead to exclusion as stated in Article 169 of the Financial Regulation (see legal basis in point 2 above).

6. Date when processing starts:

The date of submission.

7. How long do we keep your personal data?

Your personal data are kept:

Files relating to tender procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate for successful tenderers and for unsuccessful tenderers, five years following signature of the related contract, in accordance with Article 75 of the Financial Regulation.

Until the end of a possible audit if one started before the end of the abovementioned period.

8. Contact information

For any questions related to your rights, feel free to contact the Controller, by using the contact information mentioned in the call for expression of interest or the invitation to tenders, and by explicitly specifying your request.

Any information related to the processing of your personal data is detailed in the register of the Data Protection Officer of the Translation Centre.

The Data Protection Officer can be contacted through the following address:
data-protection@cdt.europa.eu

9. Recourse

In case of conflicts, complaints can be lodged with the European Data Protection Supervisor
<http://www.edps.europa.eu>