



EUROPEAN COMMISSION

## **PROTECTION OF YOUR PERSONAL DATA**

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

**Processing operation: Stakeholder consultation in relation to the second technical support study on the Smart Readiness Indicator for buildings**

**Data Controller: EC DG ENER C3**

**Record reference: Legacy notification DPO-3300<sup>1</sup>**

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<sup>1</sup> <http://ec.europa.eu/dpo-register/detail/DPO-3300>

## **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.

This privacy statement concerns the **Stakeholder consultation in relation to the technical support study on the Smart Readiness Indicator for buildings** undertaken by the Data Controller.

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

Purpose of the processing operation: The Data Controller launches a series of stakeholder consultations in the framework of the technical support study on the development and implementation pathways for the Smart Readiness Indicator (SRI) assessment scheme for buildings. The consultation includes gathering structured feedback on study deliverables such as intermediate reports, surveys focusing on a particular topic in relation to the SRI scheme development, and results from a voluntary field-trial of a beta version of the SRI. The consultation will imply the collection and processing of personal data.

The Data Controller will publish the anonymised contributions received through the Internet, meetings and conference calls. Personal data collected in this context may become part of a database with the purpose of facilitating the interaction between the Commission and its stakeholders on the topic of the consultation. The consent of data subjects will be a specific separated personal data protection record will be created to cover this processing.

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**

The processing operations of personal data in the context of consultations are 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 and they are lawful under Article 5(1)(a) of Regulation (EU) 2018/1725. The processing operations are necessary for the management and functioning of the Commission, as mandated by the Treaties, and more specifically Article 11 TEU, and Articles 179 to 181 TFEU.

Stakeholders and the public at large send their contributions to public consultations on a voluntary basis (Article 5(1) (d) of Regulation (EU) 2018/1725).

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

In order to carry out this processing operation the Data Controller collects the following categories of personal data:

Mandatory:

- first name and family name of respondent
- affiliation (organisation and function)
- data subject's categories they represent (citizens, industry, academics, public authorities, etc.)
- professional or educational background (e.g. technical expertise)
- country of residence
- e-mail address
- For individual case study buildings, we require mandatory data on country and city and type of use. Non-mandatory, additional data could be requested, e.g. street and number of the buildings concerned.

#### **5. How long do we keep your personal data?**

The Data Controller only keeps the data for as long as follow-up actions to the Consultation are necessary with regard to the abovementioned purpose(s) of this processing of personal data.

All personal data will be deleted from databases 1 year after the last action in relation to the Consultation.

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

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

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

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. Third party web services can be deployed to gather and process data through an online survey.

#### **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.

You have consented to provide your personal data EC DG ENER C3 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

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, EC DG ENER C3 via [info@smartreadinessindicator.eu](mailto:info@smartreadinessindicator.eu).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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: **Legacy notification DPO-3300**