ACER
Agency for the Cooperation of Energy Regulators

Data Protection Tool

Data Protection Notification

dpn0166

1. Controller

Name of creator	Zivile Jaselskyte
Supervisor	
Department	Gas
Head of department	Dennis Hesseling
Version of the notification	

2. Processing Operation(s)

2.1 Name	GRI contacts survey tool
2.2 Short process description	GRI contacts survey tool for gathering emails of stakeholders
2.3 Purpose(s) (why is the personal data collected and processed)	

GRI contacts survey tool for gathering emails of stakeholders and exploring their interests

2.4 Type of processing

- [x] Electronic
- [ ] Paper

2.4.1 Where Electrocnic data is stored

- [ ] Stand alone PC
- [ ] Agency's network server
- [ ] Internet
- [ ] Intranet
- [x] Other

ACER EU survey

2.5 Internal compliance check foreseen in

2.6 Is any further processing for historical, statistical or scientific purposes envisaged?

(•) Yes ( ) No

The data is made anonymous? (•) Yes ( ) No

If yes, specify how they are anonymised?

Excel files, as the result of survey will not be shared as such. Hovewer afterwards the list, build upon the survey results can be shared if the email will be send

3. Categories of personal data collected

Retention Period

- [x] Name — Select...
- [x] contact information — Select...
- [ ] Identification numbers
- [ ] Pay/allowance/bank account
- [ ] Recruitment and contracts
- [ ] Career
- [ ] Telephone number & communications

- [ ] Social security/pension
- [ ] Expenses
- [ ] Health/medical expenses
- [ ] Physical characteristics
- [ ] Private sphere
- [ ] Leave/absences
- [ ] Mission/journey
- [ ] Location data
- [ ] Device used
- [ ] Online identifier
- [ ] Websites visited
- [ ] IP address
- [x] Other 1 Year(s)

Interests of the involvment in the GRI activities

3.2 Justification for retention period

After 1 year a new survey could be established for the update of the results

3.3 Collection of personal data with specific risks to the rights and freedoms of data subjects (subject to prior checking by EDPS)

- [ ] Data related to health and to (suspected) offences, criminal convictions or security measures
- [ ] Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)
- [ ] Data allowing linkages between data processed for different purposes
- [ ] Data collected for the purpose of excluding individuals from a right, benefit or contract
- [x] Not relevant

3.4 Special categories of personal data (only to be processed under certain conditions)

- [ ] Data revealing racial or ethnic origin
- [ ] Data revealing political opinions
- [ ] Data revealing religious or philosophical beliefs

- [ ] Data revealing trade-union membership
- [ ] Data concerning sex life
- [ ] Data concerning health
- [x] Not relevant
- [ ] Other

4. Persons whose personal data is processed

- [ ] Staff member
- [ ] Visitor
- [ ] Candidate
- [ ] External Person
- [x] Stakeholder
- [ ] Contractor
- [ ] Applicant
- [ ] Delegate of Member State
- [ ] Delegate of EU Institution
- [ ] Tenderer
- [x] Other

NRAs

5. Information to data subjects

5.1 How are subjects informed

- [ ] Information is provided on ACER website
- [ ] Information is provided on Intranet
- [ ] Information is provided on
- [ ] Standard data protection notice
- [ ] Individual written notice
- [ ] Training(s)
- [ ] Procurement Documents
- [x] Other

Send by email or by info flash/ ACER website news

Additional information

to be decided

5.2 Data subject's rights:

To have access	○ Yes	● No
To rectify	○ Yes	● No
To block	○ Yes	● No
To erase	○ Yes	● No
To object	○ Yes	● No

5.3 How can data subjects exercise their rights (describe the procedure you have put in place)

No procedure. The result will be only an excel file with the list of emails

6. Legal Basis of the Processing Operation(s)

☑ Article 5(a) of Regulation 45/2001
("processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or the other legal instruments adopted on the basis thereof [...]")

Legal Instrument:

☑ Article 5(b) of Regulation 45/2001
("processing is necessary for compliance with a legal obligation to which the controller is subject")

☐ Article 5(c) of Regulation 45/2001
("processing is necessary for the performance of a contract to which the data subject is party [...]")

☐ Article 5(d) of Regulation 45/2001
("the data subject has the unambiguously given his or her consent")

☐ Article 5(e) of Regulation 45/2001
("processing is necessary in order to protect the vital interests of the data subject")

Additional information

7. Recipient(s)

Please describe recipients within the Agency

8. Processor

8.1 Is part of processing performed by an external processor (contractor)

○ Yes ◉ No

9. Transfer to 3rd Parties

9.1 Is personal data transferred within or between EU Institutions, agencies or bodies?

○ Yes ◉ No

9.2 Is personal data transferred to recipients subject to Directive 95/46/EC (e.g. private sector companies) ?

○ Yes ◉ No

9.3 Is personal data transferred to recipient outside EU?

○ Yes ◉ No

11. Inspection Policy

11.1 Notification classification ☐ Public

(data will be disclosed on ACER intranet or website)

☑ Restricted
(data will not be disclosed on ACER intranet or website)

11.2 Grounds for restriction

☑ Article 4.1.(a) of Regulation 1049/2001
(protection of public interest)

☐ Article 4.1.(a) of Regulation 1049/2001
(protection of privacy)

☐ Not Relevant

☐ Other

Additional information

12. Controller Comments

13. Supporting Documents

Select...

Click here to attach a file

Insert Document

Signatures

	Name	Sig.	Date
Creator	Zivile Jaselskyte	✓	2016-08-17

I hereby declare that the information provided and statements made in this notification are true and in accordance with EU Regulation 45/2011 to the best of my knowledge and belief

DPC

(EDPS case number)

I hereby declare that i have assisted the controller in practice in preparation of this notification and informed the controller in practice, as appropriate, of obligations pursuant to EU Regulation 45/2001

Stakeholder

Insert Stakeholder

Supervisor

Head of Department Dennis Hesseling 2016-08-22

Save