ACER
Agency for the Cooperation of Energy Regulators

Data Protection Tool

Data Protection Notification

dpn01782

1. Controller

Name of creator	Tamara Lazic
Supervisor	Volker Zuleger
Department	Market Integrity and Transparency
Head of department	Volker Zuleger
Version of the notification	

2. Processing Operation(s)

2.1 Name	ANUG - ARIS NRA User Group
2.2 Short process description	The meeting focuses on: - providing user support to NRA's users of ARIS system as well as support in resolution of the specific issues and problems encountered -exchanging information and views on the state of the art and further evolution and upgrades of ARIS -proposing and assessing changes and improvements regarding functionality, usability, performance and security of ARIS -facilitating exchange of experiences and best practices relevant to the use of ARIS
2.3 Purpose(s) (why is the personal data collected and processed)	

The purpose of the data processing is to gather outputs from NRAs and ACER on the current topics as well as updates on recent developments in ARIS system. The data is also processed for organizational purposes (booking meeting rooms, planning onsite visits etc.).

2.4 Type of processing

- [x] Electronic
- [x] Paper

2.4.1 Where Electrocnic data is stored

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

2.4.2 Where paper data is stored

- [ ] Safe
- [ ] Basement
- [x] Other

Key-locked cabinets in offices

2.5 Internal compliance check foreseen in 18/11/2017

2.6 Is any further processing for historical, statistical or scientific purposes envisaged? ( ) Yes (•) No

3. Categories of personal data collected

	Retention Period	
[x] Name	10	Year(s)
[x] contact information	10	Year(s)

- [ ] Identification numbers
- [ ] Pay/allowance/bank account
- [ ] Recruitment and contracts
- [ ] Career
- [x] Telephone number & communications 10 Year(s)
- [ ] 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
- [ ] Other

3.2 Justification for retention period

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

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

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
- [x] Standard data protection notice
- [ ] Individual written notice
- [ ] Training(s)
- [ ] Procurement Documents
- [ ] Other

Additional information

5.2 Data subject's rights:

To have access	(•) Yes	( ) No	(•) Always	( ) Limited
To rectify	(•) Yes	( ) No	(•) Always	( ) Limited
To block	(•) Yes	( ) No	(•) Always	( ) Limited
To erase	(•) Yes	( ) No	(•) Always	( ) Limited
To object	(•) Yes	( ) No	(•) Always	( ) Limited

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

By addressing an email/letter/other forms of communication to the indicated point of contact for the ANUG Meeting, either a staff member of the Agency responsible for the meeting's organization, either the head of department as data controller directly or through the chairs of the meeting who are representatives of NRAs.
Alternatively the data subject can address the Agency directly using the contact email address DPO@acer.europa.eu.
Finally, the data subjects may at any time consult the Agency's Market Monitoring Integrity and Transparency Department processing the personal data, or have recourse to the Data Protection Officer of the Agency and to the European Data Protection Supervisor (contact details for DPO and EDPS will be part of the data privacy disclaimer, please see Annex 2 to this

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: **REMIT Regulation**

☑ 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

Head of unit, staff members responsible for the organisation, other staff members on the basis of their specific and well-justified request.

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

In reference to point 2.4.1, paper copies of attendance lists are not always prepared.
Point 2.6 to be clarified.

13. Supporting Documents

Select...

ANUG TOR.docx
51.56 KB

Insert Document

Signatures

	Name	Sig.	Date
Creator	Tamara Lazic	☑	2017-10-30

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

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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	Volker Zuleger ▼	☐
Stakeholder	Tomaz Zaplotnik ▼	☐
Stakeholder	Savvas Savvides ▼	☐
Stakeholder	Elio Zammuto ▼	☐
Stakeholder	Robert Cultrara ▼	☐
Stakeholder	Marko Rous ▼	☐

Insert Stakeholder

Supervisor ☐

Head of Department ☐

Save