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**EN**

European Economic and Social Committee

**Privacy statement: Form requesting access to documents**

[Regulation (EU) No 2018/1725](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN) applies to the processing of your personal data collected in the form requesting acess to documents.

1. **Who is responsible for the processing of personal data?**

The European Economic and Social Committee is responsible (as controller) for the processing of personal data.

The service in charge of the processing is the EESC Mail/Archives Service - email: courrierarchivesCESE@eesc.europa.eu.

1. **What is the purpose of the processing?**

Your personal data will be processed in order to be able to provide you with a reply to your request.

1. **What is the legal basis for the processing?**

The legal basis for the processing of your personal data is Article 5(b) of Regulation (EU) 2018/1725, as the processing is necessary for compliance with a legal obligation to which the controller is subject.

1. **What personal data are processed?**

Your personal data processed is: name, surname, organisation, postal address, telephone and email address.

1. **Who are the recipients or categories of recipients of your personal data?**

Your personal data is only accessible to a limited number of staff working in the competent services of the EESC, with the purpose of providing an appropriate reply according to the nature of the request.

1. **Are your personal data transferred to a third country (non-EU Member State) or international organisation?**

No, your data will not be transferred to a third country or international organisation.

1. **How can you exercise your rights?**

You have the right to request access to your personal data. You also have the right to request rectification or erasure of your personal data or restriction of the processing of your personal data.

You can direct your queries to (courrierarchivesCESE@eesc.europa.eu). The query will be dealt with within one month.

You have the right to lodge a complaint to the European Data Protection Supervisor (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 EESC.

1. **How long are your personal data kept for?**

Your personal data will be kept for a maximum period of two years (deadline for lodging a complaint to the Ombudsman) or, as the case may be, at the end of an administrative or judicial procedure. After this period, only anonymised data will be kept, for statistical and historical purposes.

1. **Are personal data collected used for automated decision-making, including profiling?**

No, your personal data will not be used for automated decision-making.

1. **Will your personal data be further processed for a purpose other than that for which the data were obtained?**

No, your date will not be processed for a different purpose.

1. **Who can you contact if you have queries or complaints?**

If you have any further questions about the processing of your personal data, please contact the unit in charge of the processing of your personal data, (courrierarchivesCESE@eesc.europa.eu.). You may also contact the EESC Data Protection Officer (data.protection@eesc.europa.eu) and/or the [European Data Protection Supervisor](http://edps.europa.eu/) (edps@edps.europa.eu) at any time.

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