

PROTECTION OF YOUR PERSONAL DATA

Processing operation: Legal and Technical Helpdesk

Data Controller: European Commission, Directorate General for Communications Networks, Content and Technology (DG CONNECT), Directorate G Data, Unit G.3 Accessibility, Multilingualism & Safer Internet, Head of Unit at CNECT-G3@ec.europa.eu.

Data Processors:

1. Deutsches Forschungszentrum für Künstliche Intelligenz GmbH (DFKI), Trippstadterstrasse 122, 67663 Kaiserslautern, Germany
2. Evaluations and Language Resources Distribution Agency SAS, 9 rue des Cordelières, 75013 Paris, France
3. Athena Research & Innovation Centre in Information, Communication & Knowledge Technologies, Artimidos 6 & Epidavrou, 15125 Athens, Greece
4. SIA Tilde Ltd, Vienibas Gatve 75a, 1004 Riga, Latvia
5. Crosslang NV, Amerikagebouw, Kerkstraat 106, 9050 Gentbrugge, Belgium

Record reference: DPR-EC-06847

Table of Contents

1. Introduction
2. Why and how do we process your personal data?
3. On what legal ground(s) do we process your personal data?
4. Which personal data do we collect and further process?
5. How long do we keep your personal data?
6. How do we protect and safeguard your personal data?
7. Who has access to your personal data and to whom is it disclosed?
8. What are your rights and how can you exercise them?
9. Contact information
10. Where to find more detailed information?

1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protecting your personal data and to respecting 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.

The information in relation to processing operation “Legal and Technical helpdesk” undertaken by Unit G.3 of the European Commission is presented below.

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

Purpose of the processing operation: Unit G.3 collects and uses your personal information to provide you with Legal and Technical helpdesk services related to the use, production, collection, processing, and sharing of language resources and to keep a record of actions taken in this regard.

The objective of the Legal and Technical helpdesk services is to help the stakeholders of the European Language Resource Coordination (ELRC) with any legal or technical issues they may experience with the ELRC service and/or with the eTranslation Building Block.

Regarding the legal and technical support services for the ELRC and the eTranslation building Block, personal data is collected to:

- i) manage stakeholders’ legal and technical support requests via a dedicated ticketing tool (Jira);
- ii) organise and follow-up on legal and technical trainings/webinars/workshops/pilots for the implementation of the Building Blocks; and
- iii) contact users to inquire about the status of their project implementing Building Blocks, and
- iv) receive stakeholders’ legal and technical support requests via our [website](#), which contain the list of contact channels to reach us. You can also use the Web forum provided at <https://www.lr-coordination.eu/helpdesk>.

You can reach these services on our [website](#) (<https://www.lr-coordination.eu/helpdesk>), which contain the list of contact channels to reach us, also including the web forum.

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 operation on personal data is lawful under **Article 5(1)(a) of Regulation (EU) 2018/1725** (processing is 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).

The underlying legal basis is the DEP Regulation (Regulation (EU) 2021/694 of the European Parliament and of the Council of 29 April 2021 establishing the Digital Europe Programme and repealing decision (EU) 2015/2240), in particular its Articles 8 and 13(1).

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

In order to carry out this processing operation, Unit G.3 collects the following categories of personal data to the extent that they are necessary:

- Name (first and last name)
- Organisation name
- Technical point of contact name
- Technical point of contact phone number
- Email address and password
- Phone number
- End point URL
- Domain name
- Country
- Personal data potentially contained in your request for support

5. How long do we keep your personal data?

Unit G.3 only keeps your personal data for the time necessary to fulfil the purpose of collection, that is to say for up to five years after your last request of Legal or Technical support.

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

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the external contractors (namely, the ELRC consortium partners as listed under point 1). All processing operations are carried out pursuant to the [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. 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 basis for the purposes of this processing operation.

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

The support teams of the European Commission and the external contractors (ELRC consortium partners) get access to your personal data to fulfil the provision of services, described in this privacy

statement on the “need to know principle”. As mentioned, these teams include staff inside and outside (contractors) of the European Commission. All staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law. No international data transfers to third countries take place.

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, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and 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 on grounds relating to your particular situation.

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. European Commission, *Directorate General for Communications Networks, Content and Technology (DG CONNECT), Directorate G Data, Unit G.3 Accessibility, Multilingualism & Safer Internet, Head of Unit at CNECT-G3@ec.europa.eu*.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) about 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) 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 European Commission's 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: **DPR-EC-06847**.